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Extension Service -- Land-Grant Colleges and

United States Department of Agriculture

Cooperating

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WORKING CONDITIONS OF EXTENSION WORKERS

3a
Report of the Subcommittee on Desirable Working Conditions

2b
Extension Committee on Organization and Policy

2
Association of Land-Grant Colleges and Universities

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DISTRIBUTION: Three copies of this report have been sent to each State extension director.

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WORKING CONDITIONS OF EXTENSION WORKERSINTRODUCTION AND GENERAL RECOMMENDATIONS

Maintaining a staff of well-trained personnel who are happy in their work is one of the major problems in the administration of the Cooperative Agricultural Extension Service. During the war years the loss of personnel to other agencies and organizations was adversely affecting the efficiency of the service. An inadequate retirement system or none at all, and a disparity in salaries were generally considered to be prime factors in the loss of this personnel. The chairman of the Extension Committee on Organization and Policy at that time (1945--J. E. Carrigan) felt, however, that there should be made a rather thorough study of the policies and conditions which tend to make Extension personnel satisfied and happy. By authority of the committee he appointed a subcommittee of extension workers to make the study and to make recommendations for the improvement of these policies and conditions. The presidents of the National Association of County Agricultural Agents and of the National Home Demonstration Agents Association were each invited to recommend three members of the subcommittee. The chairman appointed the members so as to provide for a cross section of personnel (county and State offices) from the four regions of the Nation. At the request of the chairman, Director Wilson appointed one of the Federal staff to serve as secretary of the committee and others to act in an advisory capacity.

In early 1946 the subcommittee met in Washington to review the data available and to make plans. After some study it was decided that adequate, accurate information was not available on which recommendations could be based. The subcommittee prepared a questionnaire which was submitted to the States in July 1946. In order to insure uniformity of interpretation the field agents in the Division of Field Coordination, Federal Extension Service, visited each State to discuss the questionnaire with the director and other personnel and to assist in filling it out.

The data were tabulated and summarized by the Division of Field Studies and Training, Federal Extension office. A member of that Division prepared the preliminary draft of the interpretation of the data for consideration of the subcommittee.

The subcommittee considered and obtained information on a large number of factors which they felt made working conditions either desirable or undesirable. The situation with regard to working conditions and recommendations for their improvement are contained in the body of the report.

Full recognition was given to the fact that one of the factors in the strength of the Extension Service is its adaptability to local situations. Consequently, the committee does not suggest uniformity in regard to the factors under consideration in this report. It does believe, however, that these factors should be taken into account by all States in developing a sound personnel policy.

It was evident from this study that some States in their effort to make the Agricultural Extension Service cooperative at all levels of government, Federal, State, and local, have in effect made their county workers county employees. Too often the benefits that accrue to them as county workers are less than if they were on any other level of employment.

It is the opinion of the subcommittee that the status of county workers should have careful consideration if agricultural extension work is to attain its proper place in the professional field.

The subcommittee makes the following general recommendations:

A. That State extension directors give careful consideration to the development of policies which will retain the cooperative nature of agricultural extension work but at the same time give to county workers more of the rights, privileges, and benefits that accrue to personnel at other levels of employment.

B. That the Extension Committee on Organization and Policy request Director Wilson:

1. To arrange for a continuing study of personnel policies and working conditions.

2. To have one or more persons from each region:

a. Obtain from the States details regarding plans of operation for each policy and the methods of developing working conditions that are desirable.

b. Encourage the States to adopt those policies that make for desirable working conditions.

c. Be in a position to advise the directors in developing personnel policies and desirable working conditions.

C. That three copies of this report be provided for each State Director of extension.

The subcommittee expresses appreciation to the Extension Committee on Organization and Policy for the privilege of working on this assignment, as it has been an interesting and broadening experience; to Director Wilson for the assistance from his office of the Division of Field Studies and Training and of the field agents, and the advice and counsel of the advisory committee; and to the State directors for their kindness in answering such a detailed questionnaire.

Respectfully submitted,

Committee:

H. C. Sanders, Louisiana, Chairman
Mary L. Collings, U. S. Department of Agriculture, Secretary
C. U. Pickrell, Arizona (absent)
Norma Brumbaugh, Oklahoma (absent)
P. C. Taff, Iowa
L. C. Cunningham, New York (absent)
Anna M. Sikes, Florida (absent)
E. V. Ryall, Wisconsin
J. F. Parker, Kentucky
T. H. Blow, Vermont
Jessie Campbell, Illinois
Carmen Johnson, Colorado
Florence Howard, West Virginia
C. V. Ballard, Michigan

Federal Committee:

Christopher S. Tenley, Division of Business Administration
Royal J. Haskell, Division of Subject Matter
Walter A. Lloyd, Division of Extension Information
Fred C. Jans, Division of Field Coordination
Eunice Heywood, Division of Field Coordination

RECOMMENDATIONS OF THE SUBCOMMITTEE ON SALARIES, TRAVEL AND
SUPPLY ALLOWANCES, AND CONDITIONS OF EMPLOYMENT OF EXTENSION WORKERS

Amount of Salaries Paid

Those responsible are to be complimented on the completeness of the salary data furnished in the survey. This is without question the most complete salary information yet assembled and should be of great value to all States. It is strongly recommended that all the tabulations be made available to the States.

It is evident that the salary data will be continually changing. Already now data for December 1946 have been made available for some of the workers. The committee has been informed of several other changes, all upward, that have been made between December 1946 and February 1947.

The data clearly indicate that there is a wide variation in Extension salaries between States. Wide differences exist between any given groups. Ranges of salaries within groups also, are noticeably different in the various States. The committee recognizes that the reasons for most of these differences are related to situations peculiar to each State and that it cannot be expected that salaries will be uniform between States. It is hoped the data will be found valuable in many ways for comparative purposes.

The committee recommends that all States have a job description of the various classes of positions (supervisors, specialists, county workers, etc.); then, with responsibilities defined and with due consideration of all factors such as tenure, ability, training, and experience, that salaries be adjusted on the best possible level for all workers.

Comparison of Salaries With Those of Other Agencies

Extension must compete for personnel with many organizations and agencies. In many classes of positions it must compete rather directly with several of the governmental agencies.

The data reveal that Extension salaries of county workers compare favorably with those of vocational teachers in agriculture and home economics, with the exception of some club agent and assistant agent positions.

In the case of Farm Security Administration and Soil Conservation Service, the comparison is not so favorable. At the time those data were submitted, in only two States the average salary of county agricultural agents was above the top salary of Farm Security Administration county supervisors. In 19 States the average salary of county agricultural agents was below the minimum salary for Farm Security Administration county supervisors.

The salaries of home demonstration agents appear to be in a still less favorable position. In only one State was the average salary of home demonstration agents above the top salary for Farm Security Administration county home supervisors, and in 45 States the average salary of home demonstration agents was below the minimum salary of Farm Security Administration county home supervisors.

The average salary of county, district, and State personnel of the Federal agencies was not available for comparison.

Provisions for Salary Increases

The committee found provisions for salary increases a more complicated topic than the data in the survey might indicate. Next to the question of salary levels, or, more specifically, individual salaries, no point is of more importance to the workers than this.

Generally speaking, the data fail to reveal any uniform or concrete policy as to salary increases, as the following extracts will show:

1. Only 9 States have a definite salary scale for State professional workers.
2. Only 11 States have a definite salary scale for county workers.
3. Only 4 States have provision for periodic salary increases for State staff and only 5 States for county workers.
4. The items most often checked as factors used are merit, seniority, initial training, and professional in-service training, in this order.
5. The increases in salary of county workers are partly or wholly dependent upon county funds in 38 of the States.

In the matter of methods of determining salary increases the "rule-of-thumb" method is used in a large majority of States. It is strongly recommended that States establish a more concrete basis for salary increases.

One-half of the States reported that they have established a minimum and maximum salary scale. The reports do not tell whether this means that the other half of the States do not favor such a policy or whether some barrier is in the way.

In reference to provisions for salary increases the committee recommends the following:

1. That as a principle we urge States to work towards a plan whereby groups in Extension with comparable responsibilities would be brought to the same salary level considering experience, training, tenure, and all other factors.
2. That in order that there be a sound and generally understood basis for increases, a system of evaluations be established.

3. That a salary promotion scale be worked out by each State and made known to the workers, to indicate what advancement is possible under given conditions.

Persons or Groups Who Determine Salary Rates and Authorities Responsible for Employing Extension Personnel

Regarding authorities responsible for employing Extension personnel, the present plan and policy used by the States in the selection of both State and county personnel would seem to be adequate, efficient, and quite acceptable.

The survey indicates an almost uniform plan in effect in all States regarding the appointment of State staff workers. Some State authority was checked in all 48 States as having responsibility for appointment and salary of county workers, while in one-half of the States some local authority was checked as jointly responsible.

It is recommended that in the States where local authorities enter into salary determination, a continuous effort be exerted by the respective State staffs to keep these bodies informed of salary needs.

Sources of Funds for County Salaries

The funds for the salaries of county professional workers and clerical help almost always come from a combination of Federal, State, and local sources.

We recommend a policy of increasing the amount of funds from Federal and State sources for county professional worker's salaries, thereby releasing county funds for clerical and other local expenses, or the development of some other system whereby the salaries of county professional personnel will be determined by professional people.

Classification of Counties According to Extension Potentialities

From the survey it appears that 23 States, or approximately one-half, now employ some method of classifying counties according to their extension potentialities. In 18 of the 23 States, salaries are varied according to these classifications. Further, it appears that there is little uniformity in the methods used by the various States in making these measurements and classifications, either in the matter of factors employed or in the weight given the various factors. It seems safe to assume that there are valuable ideas and techniques now in use among the 23 States which are by one means or another measuring county extension potentialities.

It is therefore recommended that the field representatives of the Federal Extension Service make further study of the systems now in use in measuring extension potentialities, with the view to improving the techniques now employed in the 23 States and developing a formula or formulae which could be used by the States as a basis for such classification in the future. Such a formula should lead to an equitable basis for salary determination and would supply a defensible basis for expanding Extension personnel and for planning extension programs.

Travel and Demonstration Supply Allowance

Nearly all States have travel allowances in some form for all workers. Most directors indicated they feel the allowances for workers are adequate. This was true for both travel and supply allowances. County personnel did not appear to be in so favorable a position.

We recommend that all extension workers be provided with a travel and supply allowance that will permit them to do a creditable job in their various positions without such an allowance creating a profit or loss to the worker.

Other Factors Regarding Employment

Factors other than personality and ability of the worker that affect the security of personnel were not reported by many States. Periodic voting on funds was reported by slightly more than half of the States, periodic voting on retention or reestablishment of the extension office by seven, required maintenance of a membership in a farm organization by four, Federal and State appropriations by three, and a few others were mentioned by one each.

The employment period for both State and county professional personnel is 1 year in about half of the States; in a little less than half of the States they are employed for an indefinite number of years; and in three they start out on a 1-year basis and follow with various provisions.

For the maintenance of security for county professional workers it is desirable that both county appropriations and the term of employment be indefinite.

County experience is desirable for all extension personnel. Such experience is a condition of employment for specialists in four States and for supervisors in three-fourths of the States. Only one-fourth of the States have a plan for giving technically trained specialists and supervisors such experience.

With the present difficulty of obtaining technically trained personnel, such a plan would appear to be almost a necessity.

County Clerical Help

The survey shows that clerical help is adequate in only four States.

It would appear that a poor use of funds makes it necessary for the county extension agents to do their own clerical work.

We recommend that clerical help be added in as direct a proportion to the number of professional workers as is possible. Some training is provided for county clerical workers in 38 States. However, such training appears to be adequate in only a few. We therefore recommend that a definite, systematic training program for county extension clerks be developed in each State.

Franked Mail

Half the States find the present allotment for franked mail inadequate. We recommend:

1. If the allotment is not increased, that funds be provided for stamped mail.
2. That care be exercised to stay within the regulations (misuse hurts the whole Extension Service).
3. That there be efforts to liberalize the franking privilege provided for Extension use.

Office Space

Only two States reported all county offices satisfactory.

We recommend that all county personnel be housed in the same building, with equipment and space in proportion to the number of people. A comfortable place for office work is almost a "must" for the extension worker.

We recommend as a minimum:

1. That adequacy of space should be determined from a study in each State by a committee composed of both county and State workers, guided by the professional assistance of space engineers in the respective States.
2. A private office for each extension worker.
3. That all agricultural agencies be housed in one building, possibly a county agricultural building.

Public Relations

According to the survey all relations on both State and county levels seem to be good.

The committee feels, since relationships have increased greatly in complexity, that public relations training for extension personnel be considered by administrators as providing a vital skill for the good of the service.

We recommend that further effort be made to make the reports to public officials more effective and interest-creating and more conducive to a broad understanding of both the details and the scope of extension programs.

Administrative Policy

There are job descriptions for all the various professional or clerical extension positions on either the State or the county staff in 21 States.

Fifteen have them for State professional workers, and 15 have them for county professional workers.

Over half of the States have charts showing relationship between workers.

The job descriptions or the organization charts, or both, are available to all employees in 20 States.

The committee feels that there is evidence of the need for acquainting all extension workers with job responsibility and their relationship to the entire extension staff.

Budget

All persons affected by the division of the county budget should have a part in setting up the division.

Recognition

Some plan for informing workers of their professional attainment is used in one-third of the States.

It is recommended that, if a rating system is developed in a State, the system should be developed by a committee representing all levels of the people being rated.

Retirement

Excellent progress is indicated in the establishment and improvement of State retirement systems. The recent inclusion of State and county extension workers in the Federal civil-service retirement system, however, suggests many problems.

At present 8 States are using funds of Federal origin for employer contributions to State systems. These (and others) are not participating in the Federal civil-service retirement system.

One State recently discontinued its retirement system which was based upon the use of Federal-origin funds and refunded the Federal funds so used. It is now participating in the Federal civil-service retirement system.

In other States, individuals, through their State extension directors, are refunding the Federal-origin funds used as employer deposits so that they may become members of the Federal retirement system.

The possibility of special problems for those States using Federal-origin funds as employer contributions is indicated in the interpretation of the act of March 4, 1940, contained in the letter of Secretary Wickard dated October 23, 1940, to State directors of extension. (This act is the one that makes it permissible to use Federal-origin funds for employer deposits in State retirement systems.) Specifically, item 5 reads as follows:

- "5. The provisions of the Act do not apply to any employee paid wholly or in part from Federal funds, if the employee is eligible to participate in the benefits of the U. S. Civil Service Retirement Act. This restriction applies even though an individual eligible to participate in the benefits of the U. S. Civil Service Retirement Act does not elect to take advantage of the privilege."

Also related to this matter is a recent letter of the Chief of the Retirement Division of the United States Civil Service Commission. It follows:

"Miss Verna C. Mohagen
Assistant Chief
Personnel Management Division
Soil Conservation Service
Washington, 25, D. C.

Dear Miss Mohagen:

Reference is made to your communication of March 27, 1946, regarding the case of an employee of your service, Mr. Russell B. Alderfer, who you state has transferred under cooperative control of the Federal Government and the State of Pennsylvania, and continues subject to the terms of the retirement act. Mr. Alderfer is also participating in the Pennsylvania retirement plan.

The exclusion in the retirement act of coverage of persons subject to another retirement system relates to Federal or District of Columbia Government employees serving in positions under another retirement system for such employee. The fact that a Federal employee may be subject to a State retirement system would in no way relieve him of the necessity of contributing to the Civil Service Retirement Act. The interpretation which you have placed on the regulation is, therefore, correct.

Very sincerely yours,

/s/ & /t/

Warren B. Irons
Chief, Retirement Division"

In addition to supplementing the interpretation quoted above, the second paragraph of this letter, in effect, indicates that the Federal civil service retirement system is mandatory for those employees having a Federal appointment. It also apparently approves of a Federal employee's being a member of a State retirement system as well as the Federal system. This suggests that State extension directors will have to consider the advisability of the inclusion of their workers in more than one retirement system.

It is suggested that State extension directors consider the early inclusion in the Federal system of all eligible extension workers. If inclusion is delayed, the mandatory deposit may become an impossible burden for many employees.

It is suggested that the State extension director advise his staff fully as to their rights under the Federal system. Some form of retirement plan should be a condition of employment for all employees.

Leave

Annual Leave

Annual leave is 26 or 30 days for both the State and county professional staff members in most of the States. It is suggested that all States strive to attain the minimum of 26 days per year annual leave for all workers.

It is recommended that the State directors of extension give greater attention to the use of the annual leave to the end that it will maintain the health and efficiency of the employees. It is recommended that leave other than annual be provided for advanced study.

Leave for Professional Improvement

Some form of leave for professional improvement is provided in all States but one. The provisions for such leave are different from State to State. The influence of institutional policy in such matters is recognized.

It is recommended that periodic leaves of short duration with full pay be provided for professional improvement. It is recommended that sabbatic leave or some analogous leave with pay be provided for periods of study leading to an advanced degree.

Sick Leave

Nearly one-half of the States reported that 15 days sick leave is allowed. About one-fourth of the States reported that sick leave was not definite. This probably indicates a more liberal treatment for the worker than an inflexible allowance. Sick leave is cumulative in 18 States.

It is recommended that sick leave be made cumulative for all workers where the more liberal indefinite treatment cannot be applied.

Health and Insurance

According to nearly two out of three States reporting, the Federal Workmen's Compensation Act of 1916 does not adequately protect extension workers. It is occupational. It does not include illness due to causes other than injury, or disability sustained in the performance of official work, and the full amount of the salary is not covered.

An employee is covered fully for his medical expenses regardless of his salary. Salary benefits, however, are restricted exclusively to Federal-origin funds. When the salary from Federal-origin funds is small, the compensation for this loss of salary will be small. It is, therefore, recommended that this fact be considered when State budgets are prepared.

In spite of its shortcomings, full advantage is not being taken of this compensation act. Employees can file for, and in many cases, receive, benefits under this act even though they may receive benefits from other sources. So that possible benefits will not be overlooked, it is recommended that applications be filed for all employees injured while on the job.

Only 19 States have policies to supplement the Federal compensation. Many extension workers carry individual policies. Such policies are desirable in attaining the goal of full coverage for all employees. However, it is pointed out that unless the whole insurance program is carefully considered, unnecessary and expensive duplication of coverage will result. Nonoccupational policies may be obtained that will provide protection for periods of time now covered by the strictly occupational benefits.

It is considered desirable for the institution and the individual:

1. That coverage not be duplicated.
2. That coverage be complete.
3. That nonoccupational coverage be a consideration of employment and, if necessary, that it be paid for by the individual.

It is considered desirable for the individual that insurance be provided that will enable the worker to meet his bills in cases of (1) accidents, (2) sickness, or (3) old age, and that will enable the dependents of the worker to meet their bills in case of the death of the worker.

The questionnaire reveals that periodic physical examinations are provided by four States. This is one matter that State directors may wish to give more consideration, especially for their older employees.

Training

Pre-Service Training

The land-grant colleges have regular credit courses in extension organization and methods for undergraduates in 26 States. There is a plan in 16 States for providing apprenticeship training for prospective agents before graduation. These facts indicate that much progress has been made in an effort to interest and prepare the prospective undergraduate for work in the Extension Service. Additional efforts, however, should be directed toward this phase of the training program. States that do not now have a plan for pre-service training might benefit from a more detailed study of the plans now in effect. Such a study should strive to give information as follows:

1. Methods or channels through which personnel of the Extension Service makes contact with the undergraduate prospect.
2. Counseling available to the undergraduate in relation to extension work.
3. Number and scope of courses offered.
4. Plan for apprenticeship training for the undergraduate and its relationship to the course work.

Induction Training

Twenty-six States have a definite outline for the orientation of new workers. Apprenticeship training after graduation is provided in 29 States. A manual for county workers is used in 30 States.

This is believed to be a most important phase of the training program, and therefore a planned induction training program should be universal. Special attention and study might well be given to the successful efforts of a few States in their use of the system of trainer agents as an important part of the induction process.

In-Service Training

In about three-fourths of the States, both State and county professional workers spend from 10 to 20 days a year in receiving training through conferences, subject-matter training schools, workshops, and the like.

The present efforts being made should be continued and strengthened. There is need, however, for examining more closely the in-service training needs of extension workers in relation to the individual, to special groups, and to the job to be done. This also applies in selecting the training method or device.

Academic Rank

Some or all of the extension professional personnel have academic rank in the land-grant college in 28 States. The opinions are varied among the States regarding the desirability of rank; this appears to be a problem for decision within each institution.

Reports

Reports should measure the progress of the extension worker and his program. Reports are valuable only insofar as they help personnel in accurately evaluating time, effort, and methods in the respective areas of their endeavor; in determining the effectiveness of the organization; and in interpreting the value of the Extension program to the public. Requirements that go beyond such measurement impose a duty upon the worker which is not repaid in the value of performance.

It is recommended that the extension worker be helped to discover the means for making the reporting job easier and be encouraged to make his reports an accurate and effective picture of the progress of his program.

ANALYSIS OF THE DATA OBTAINED IN THE SURVEY

Salary of Extension Workers

Amount of salaries paid.

The range and average of salaries that were being paid to Extension workers in July 1946 when the questionnaires were filled out, and the minimum and maximum salaries that could be paid at that time, were reported separately for the different position groups of workers (tables 1 and 2 and figure 1).

About half of the States did not report any minimum or maximum salaries that could be paid. Some of them explained that they had no policy and others merely left the spaces blank. Out of the 25 States reporting a policy some had not been able to adjust all salaries to the salary possibility range. A few minimum salaries reported were higher than the low being paid and a few maximum salaries were lower than the high being paid.

The position group averages reported by the States for the different position groups were averaged for each group.

The average salary for directors and assistant directors in the 40 States that replied to the question is \$5,713. The highest individual salary reported is \$12,000 and the lowest is \$3,427.

The average salary of white county agent leaders is \$4,724, and for white home demonstration leaders it is \$4,135, nearly \$600 less. The difference in the salaries of white men and women leaders of 4-H Club work is somewhat greater. The men receive \$4,222 on the average, and the women \$3,467. The highest individual salary reported for any white State leader is \$7,750 for a county agent leader and the lowest is \$2,460 for a woman 4-H Club leader.

The white assistant State leaders and district agents of county agent and 4-H Club work receive approximately \$500 less on the average than the State leaders of those lines of work. In home demonstration work there is a difference of \$800 between the average salaries of State leaders and those of assistant State leaders and district agents. The range of salaries for this group is from \$6,000 to \$2,220 with the high in the county agent group and the low in the 4-H Club women's group.

The average salary of men specialists is \$3,734 and for women specialists \$3,134. The range of salaries for men specialists is from \$6,555 to \$1,800, and for women, \$4,980 to \$1,728. Specialists receive lower salaries on the average than do any of the other members of the State extension staff with the exception of assistant State leaders and district agents of 4-H Club work.

White county agricultural agents and associates are paid an average of \$3,523 with a range of salaries from \$6,600 to \$2,100. White home demonstration agents and associates receive an average of \$2,664 or about \$850 less than county agricultural agents and associates, and their range of

salaries is \$4,800 to \$1,800. White men 4-H Club agents and associates get about \$140 more a year on the average than is paid to home demonstration agents and associates, but the range of salaries is the same for the two groups. White women 4-H Club agents and associates receive an average of \$2,383 with \$4,380 the highest salary reported and \$1,700 the lowest.

White assistant agents receive the following salaries on the average: County agents, \$2,705; home demonstration agents, \$2,239; men 4-H Club agents, \$2,110; and women 4-H Club agents, \$1,985. The range of salaries for this entire group is from \$4,080 to \$1,560.

In Georgia, Mississippi, and Tennessee, travel expenses are not allowed in addition to the salary for either the white or Negro county extension staff. Florida provides a travel allowance for white county workers but not for Negro county workers. Salaries that contain travel allowances are shown separately in tables 1 and 2 and are not considered in the comparisons made in the narrative part of this report.

The salaries for Negro State leaders in the three lines of work range from \$4,428 to \$1,980. County agent leaders are paid \$3,300 on the average; home demonstration leaders, \$2,250; and 4-H Club leaders \$2,270.

Negro assistant State leaders and district agents in agricultural work receive an average of \$2,584. This is about \$700 less than the State leaders are paid. The average salaries of the assistant State leaders and district agents in home demonstration and 4-H Club work are slightly higher than those of the State leaders in those lines of work. The range of salaries for assistant State leaders and district agents is \$3,360 to \$1,770.

Negro county extension agents in the three lines of work receive salaries ranging from a high of \$2,915 to a low of \$1,140, with \$2,020 the average for agricultural agents, \$1,845 for home demonstration agents, and \$1,400 for 4-H Club agents.

White clerical workers in the State extension offices receive \$1,559 on the average compared with \$1,398 for those in county extension offices. The highest individual salary reported for clerical workers is \$3,108 and the lowest \$540.

The salaries of Negro clerical workers in the State extension offices average \$1,258 and of those in the county offices \$863. The range is from \$1,800 to \$600.

Texas reported per diem rates for the county clerical staff of from \$3 to \$7, with \$4.65 given as the average. These figures are not included in the foregoing comparison.

The average high and low salaries for each position group of workers are shown by States separately in table 3. There is a wide variation in Extension salaries between States.

Table 1.--Range and average of salaries being paid to Extension workers

Position group	Range and average of salaries within position group, July 1946									
	Group average					High		Low		
	Average	Average	Average	Average	Average	High	Low	Average	Average	Average
	Number of States reporting	of average per State reporting	Highest per group average reported	Lowest per group average reported	Number of States reporting	per State reporting	per individual salary reported	Number of States reporting	per State reporting	Lowest per individual salary reported
Any report	48	xx	xx	xx	47	xx	xx	47	xx	xx
Director and assistant director.....	40	\$5713	\$9500	\$4200	42	\$6364	\$12,000	42	\$5235	\$3427
County agent work:										
White:										
State leaders	31	4724	6327	3500	32	4823	7750	31	4719	3500
Assistant State leaders and district agents	30	4232	5734	3400	31	4418	6000	31	4078	3000
County agents and associates.....	44	3523	5472	2850	44	4532	6600	44	2769	2100
Assistant county agents.....	3*	3502*	3725*	3198*	3*	4787*	5120*	3*	2705*	2475*
Assistant county agents.....	38	2705	3956	2214	38	3077	4080	38	2392	1608
Assistant county agents.....	3*	2906*	3057*	2610*	3*	3610*	3785*	3*	2533*	2100*
Negro:										
State leaders	10	3300	4428	2400	10	3345	4428	10	3455	2100
Assistant State leaders and district agents	10	2584	3080	2100	10	2635	3360	10	2543	2100
County agents	11	2020	2375	1716	11	2404	2315	11	1783	1200
County agents	4*	2056*	2261*	1872*	4*	2436*	3120*	4*	1728*	1620*
Home demonstration work:										
White:										
State leaders	44	4135	6000	3000	45	4154	6000	44	4135	3000
Assistant State leaders and district agents	32	3333	4057	2329	32	3490	4400	32	3189	2200
County agents and associates.....	45	2664	4308	2092	44	3245	4800	44	2246	1800
Assistant county agents	3*	2787*	2906*	2553*	3*	3733*	3920*	3*	2400*	2100*
Assistant county agents	25	2239	3253	1740	25	2438	3600	25	2024	1500
Assistant county agents	3*	2402*	2693*	2096*	3*	2940*	3500*	3*	2173*	1800*
Negro:										
State leaders	4	2250	2800	1980	4	2250	2800	4	2250	1980
Assistant State leaders and district agents	11	2314	2780	1900	11	2351	2940	11	2284	1900
County agents	13	1845	2300	1428	13	2028	2340	13	1705	1140
County agents	4*	1857*	2160*	1514*	4*	2148*	2520*	4*	1528*	1140*
Boys' and girls' club work:										
White:										
State leaders:										
Men.....	42	4222	6327	3200	42	4245	6327	42	4199	3200
Women.....	14	3467	5280	2460	14	3491	5280	14	3443	2460
Assistant State leaders and district agents:										
Men.....	29	3626	4800	2900	29	3764	5130	29	3477	2700
Women.....	27	2934	3800	2220	27	3065	4366	27	2816	2220
County agents and associates:										
Men.....	19	2806	3604	2138	19	3262	4800	19	2420	1800
Women.....	13	2383	2990	1923	13	2741	4380	13	2144	1700
Assistant county agents:										
Men.....	4	2110	2700	1600	4	2185	3000	4	2035	1600
Women.....	5	1985	2316	1680	5	2158	2580	5	1905	1560
Negro:										
State leaders	3	2270	2310	2200	3	2360	2580	3	2180	2040
Assistant State leaders and district agents	3	2300	2760	2040	3	2430	2760	3	2210	1770
County agents	1	1400	1400	1400	1	1500	1500	1	1200	1200
Specialists:										
Men.....	40	3734	5237	3230	40	4563	6555	40	2912	1800
Women.....	41	3134	4344	2450	41	3433	4980	41	2752	1728
Clerical staff:										
White:										
State	42	1559	1904	1200	43	2180	3108	43	1244	900
County	38	1398	1891	1045	38	1921	2640	38	1027	540
Negro:										
State	13	1258	1620	960	13	1321	1800	13	1208	960
County	5	863	1300	600	5	962	1450	5	794	600

* No separate travel allowance for white or Negro county workers in Georgia, Mississippi, and Tennessee, and for Negro county workers in Florida.

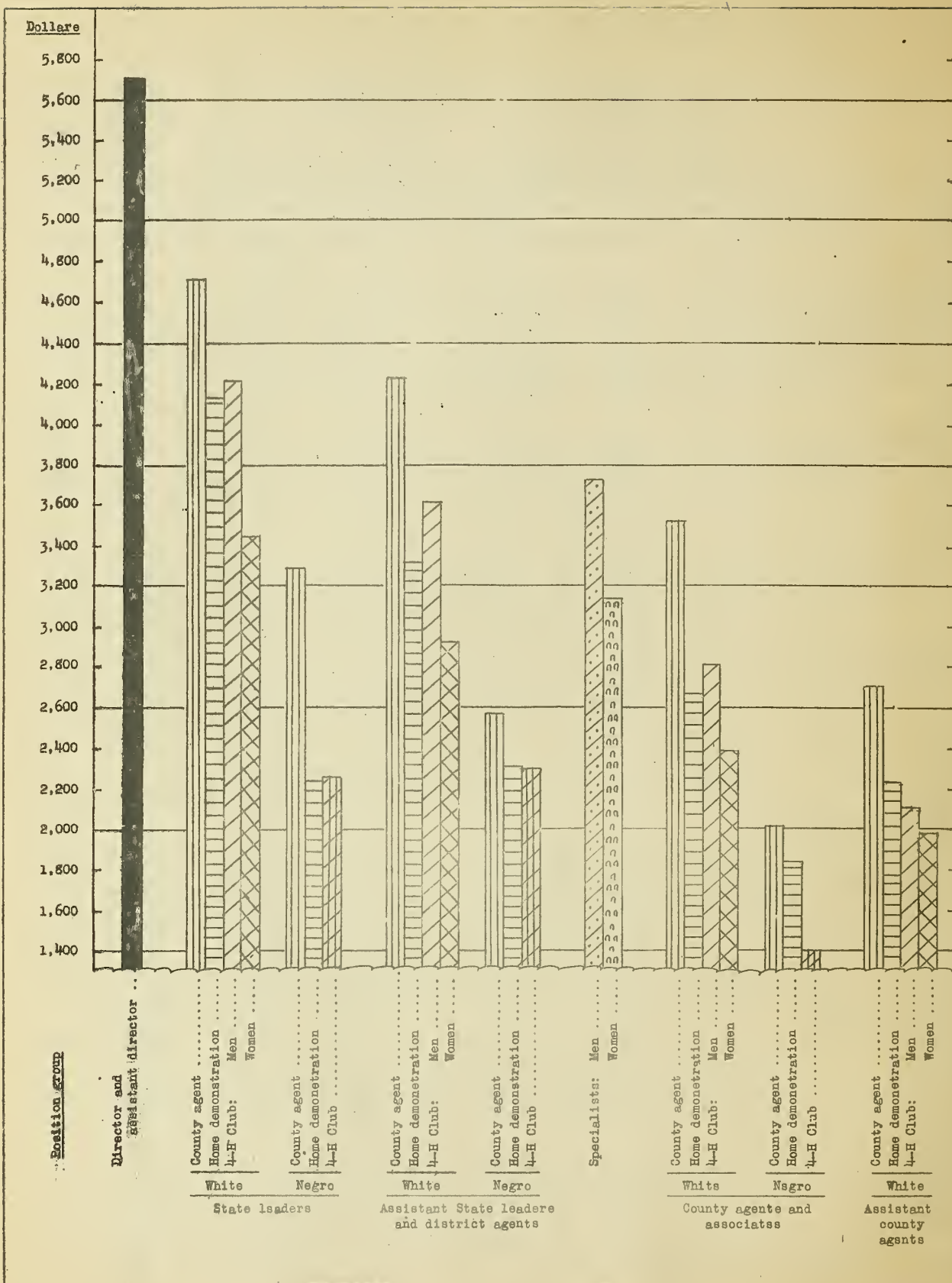


Figure 1.--Average salaries within position group (Based on averages of averages reported)

Table 2.--Minimum and maximum salaries that can be paid

Position group	Salary possibilities (Policy of director or college)					
	Minimum			Maximum		
	:Lowest:			:Highest		
	:Number:	:Average:	:minimum:	:Number:	:Average:	:maximum
	:States:	:per	:salary:	:States:	:per	:salary
	:report-	:State	:report-	:report-	:State	:report-
	:ing	:report-	:ed	:ing	:report-	:ed
	:ing	:ing	:ing	:ing	:ing	:ing
Any report	25	xx	xx	25	xx	xx
Director and assistant director:	20	\$5353	\$4000	20	\$7046	\$12,000
County agent work:						
White:						
State leaders	17	4372	3060	18	5359	7440
Assistant State leaders						
and district agents	14	4118	3420	15	5104	7410
County agents and associates:	21	2825	2400	20	4749	6000
	3*	2825*	2475*	3*	5333*	5500*
Assistant county agents....:	20	2416	1944	20	3130	4320
	3*	2867*	2100*	3*	4067*	4500*
Negro:						
State leaders	5	3134	2100	5	4010	4800
Assistant State leaders						
and district agents.....:	4	2738	2400	4	3288	3650
County Agents	4	1940	1800	4	2675	2800
	3*	1740*	1620*	3*	3167*	3500*
Home demonstration work:						
White:						
State leaders	19	3970	3060	22	4875	7440
Assistant State leaders						
and district agents.....:	16	3313	2200	16	4306	6840
County agents and associates:	21	2454	2000	19	3790	6000
	3*	3033*	2100*	3*	4333*	4500*
Assistant county agents....:	11	2147	1740	11	2724	3600
	3*	2200*	1800*	3*	3267*	3600*
Negro:						
State leaders	1	3000	3000	1	3600	3600
Assistant State leaders						
and district agents.....:	6	2433	2040	6	3042	3650
County agents.....:	4	1715	1200	5	2320	2700
	3*	1647*	1140*	3*	2800*	3000*

* No separate travel allowance in Georgia, Mississippi, or Tennessee. North Carolina said they expected to have a minimum and maximum salary policy after the State legislature meets in January 1947.

Table 2.--Minimum and maximum salaries that can be paid - continued

Position group	Salary possibilities (Police of director or college)					
	Minimum			Maximum		
	Lowest			Highest		
	Number	Average	minimum	Number	Average	maximum
	States	per	salary	States	per	salary
	report-	State	report-	report-	State	report-
	ing	report-	ed	ing	report-	ed
	ing	ing	ing	ing	ing	ing
Boys' and girls' club work:						
White:						
State leaders:						
Men	19	\$4058	\$2800	22	\$5018	\$7440
Women	8	3528	2800	9	4693	6840
Assistant State leaders						
and district agents:						
Men	13	3382	3000	13	4449	7410
Women	12	2737	2360	14	3980	6840
County agents and associates:						
Men	11	2391	2160	10	3542	5640
Women	6	2350	2100	6	3770	5640
Assistant county agents:						
Men	2	1860	1740	2	2700	3240
Women	2	1860	1740	2	2700	3240
Negro:						
State leaders	3	2180	2040	3	2867	3500
Assistant State leaders						
and district agents	2	2150	2100	2	2800	3000
County agents	--	--	--	--	--	--
Specialists:						
Men	18	3008	2000	18	5141	7440
Women	18	2827	1800	18	4324	7440
Clerical staff:						
White:						
State	22	1315	900	22	2421	3650
County	15	1167	900	15	2000	2580
Negro:						
State	7	1111	960	7	1526	2000
County	1	1000	1000	1	1200	1200

Table 3.--High, low, and average salaries, by position groups
and by States, July 1946

State	Directors and assistant directors			White State county agent leaders		
	Average	High	Low	Average	High	Low
Connecticut	\$ 5850	\$ 6240	\$ 5460	\$ 4680	\$ 4680	\$ 4680
Delaware	—	—	—	—	—	—
Maine	5500	5500	5500	4290	4290	4290
Maryland	6475	9000	5100	6000	6000	6000
Massachusetts ..	5820	5820	5820	4920	4920	4920
New Hampshire ..	4467	5250	3427	4725	4725	4725
New Jersey	7000	7000	7000	6240	6240	6240
New York	—	—	—	6327	6327	6327
Pennsylvania ...	5617	6750	4900	—	—	—
Rhode Island ...	—	—	—	—	—	—
Vermont	5075	5150	5000	3500	3500	3500
West Virginia ..	6000	6000	6000	4200	4200	4200
Illinois	—	12000	—	—	7750	—
Indiana	9500	12000	7000	—	—	—
Iowa	6833	7500	6500	—	—	—
Kansas	5500	5800	5200	—	—	—
Michigan	5650	6500	4800	6200	6200	6200
Minnesota	6650	8000	5300	—	—	—
Missouri	5300	5800	4800	—	—	—
Nebraska	4900	5000	4800	3980	3980	3980
North Dakota ...	5237	5237	5237	4608	4608	4608
Ohio	6060	6720	5400	5400	5400	5400
South Dakota ...	4500	4500	4500	3650	3650	3650
Wisconsin	6200	6750	5650	—	—	—
Alabama	6300	7000	5600	—	—	—
Arkansas	5500	5500	5500	4950	4950	4950
Florida	5500	5500	5500	—	—	—
Georgia	4950	5400	4500	4500	4500	4500
Kentucky	—	—	5000	4800	4800	4800
Louisiana	5450	6100	4800	4800	4800	4800
Mississippi	5560	6120	5000	5000	5000	5000
North Carolina :	—	6540	4800	—	—	—
Oklahoma	5550	6600	4500	—	—	—
South Carolina :	5250	6000	4500	—	—	—
Tennessee	6100	7000	5200	4800	4800	4800
Texas	7500	7500	7500	6000	6000	6000
Virginia	6556	6556	6556	5184	5184	5184
Arizona	—	—	—	—	—	—
California	—	—	—	—	—	—
Colorado	4600	5000	4200	3750	3900	3600
Idaho	5000	5500	4500	4000	4000	4000
Montana	5500	5500	5500	4000	4000	4000
Nevada	4200	4200	4200	4200	4200	4200
New Mexico	4540	5000	4080	4080	4080	4080
Oregon	6300	6800	5800	5600	5600	5600
Utah	5060	5060	5060	3960	3960	3960
Washington	5583	6500	4800	4500	4500	4500
Wyoming	5400	5400	5400	3600	3600	3600

Table 3.—High, low, and average salaries, by position groups
and by States, July 1946 - Continued

State	White assistant State county : agent leaders and district : agents			White county agricultural agents and associates		
	Average	High	Low	Average	High	Low
Connecticut	\$ —	\$ —	\$ —	\$ 4107	\$ 4860	\$ 3300
Delaware	—	—	—	3550	3600	3500
Maine	—	—	—	3168	4230	2520
Maryland	—	—	—	3905	5250	2500
Massachusetts	—	—	—	3596	5420	2520
New Hampshire	—	—	—	3642	4376	2912
New Jersey	—	—	—	5472	6095	4560
New York	5734	5928	5586	3957	5000	3200
Pennsylvania	4250	4500	4000	3989	5000	3200
Rhode Island	—	—	—	3333	3700	3000
Vermont	—	—	—	2850	3200	2200
West Virginia	3800	3800	3800	3090	3500	2600
Illinois	—	5200	4400	—	6000	2520
Indiana	4076	4420	3800	3563	6000	2640
Iowa	4464	4750	4250	3643	5600	2800
Kansas	3400	3800	3000	3700	4000	2400
Michigan	4250	4300	4200	3716	4800	3000
Minnesota	4100	4400	3500	3177	3800	2400
Missouri	3520	4200	3000	3183	4000	2400
Nebraska	3690	3690	3690	3082	4000	2280
North Dakota	4093	4123	4003	3244	3990	3600
Ohio	5104	5208	5004	3942	4800	3204
South Dakota	—	—	—	2941	3450	2600
Wisconsin	4731	6000	3910	3430	5000	2500
Alabama	4800	4800	4800	3744	5000	3000
Arkansas	4350	4420	4260	3499	5000	3000
Florida	3900	3900	3900	3197	6600	2100
Georgia	3900	3900	3900	3198*	4620*	2475*
Kentucky	4425	4500	3900	3183	4500	2200
Louisiana	4380	4400	4300	3533	5500	2600
Mississippi	4410	4410	4410	3725*	5120*	2640*
North Carolina	4380	4380	4380	3627	4600	2760
Oklahoma	4100	4100	4100	3662	4521	2721
South Carolina	4200	4200	4200	3780	4500	3060
Tennessee	4475	4500	4400	3583*	4620*	3000*
Texas	4228	4800	3600	3289	5600	2300
Virginia	4524	4646	4444	3456	4507	2124
Arizona	—	—	—	3845	4715	3095
California	—	—	—	5055	—	—
Colorado	—	—	—	2990	3600	2500
Idaho	3600	3600	3600	2949	3500	2600
Montana	4000	4000	4000	3300	4200	2800
Nevada	—	—	—	3218	3840	2700
New Mexico	3480	3480	3480	2954	3240	2400
Oregon	4600	4600	4600	3836	5000	3400
Utah	—	—	—	2874	3630	2400
Washington	—	—	—	3600	4200	3000
Wyoming	—	—	—	3120	3500	2700

* Includes travel.

Table 3.—High, low, and average salaries, by position groups
and by States, July 1946 — continued

State	White assistant county agricultural agents			Specialists — Men		
	Average	High	Low	Average	High	Low
Connecticut ...	\$ 2860	\$ 2940	\$ 2700	\$ 4270	\$ 5700	\$ 2820
Delaware	3050	3300	2800	3500	4000	3100
Maine	2700	2730	2640	3682	4752	2400
Maryland	2456	2900	2000	3544	5000	2000
Massachusetts ..	—	—	—	4217	4740	2820
New Hampshire ..	—	—	—	3914	4735	3432
New Jersey	3460	4080	3000	5237	6000	3540
New York	3081	4000	2400	4600	6555	3233
Pennsylvania ...	2779	3600	2300	—	—	—
Rhode Island ...	—	—	—	—	—	—
Vermont	—	—	—	3385	4500	2100
West Virginia ..	2800	2800	2800	3400	4800	2600
Illinois	—	3200	2400	3800	5500	2800
Indiana	2647	3500	2340	—	—	—
Iowa	—	—	—	3676	4900	1800
Kansas	—	—	—	3350	4000	2700
Michigan	2872	3000	2500	3686	4500	2900
Minnesota	2500	2500	2500	3771	4400	2800
Missouri	2658	3000	2400	—	—	—
Nebraska	2400	2400	2400	3516	4200	3000
North Dakota ...	2785	3200	2400	3579	4500	2520
Ohio	2977	3600	2772	4587	5400	3600
South Dakota ...	2500	2500	2500	3230	3550	2800
Wisconsin	2700	3400	2400	—	—	—
Alabama	2544	3000	2100	—	—	—
Arkansas	2406	3410	2250	3702	4320	3200
Florida	2560	3180	1608	3769	3960	3600
Georgia	2610*	3600*	2100*	3250	3800	2700
Kentucky	2214	2800	2000	3500	4000	3000
Louisiana	2475	2760	2300	3780	4400	3000
Mississippi	3050*	3444*	3000*	—	—	—
North Carolina ..	2831	3720	1920	3712	4800	2820
Oklahoma	2700	2700	2700	3458	4500	3100
South Carolina ..	2694	3480	2280	3449	4380	3000
Tennessee	3057*	3785*	2500*	3878	4600	3000
Texas	2464	3466	1900	4039	4800	3400
Virginia	2358	3163	2160	3701	5184	2563
Arizona	3082	3425	2800	3597	4715	2800
California	3956	—	—	—	—	—
Colorado	2500	2500	2500	3328	3600	2500
Idaho	2400	2400	2400	3489	4500	2500
Montana	2633	3000	2400	4000	4500	3400
Nevada	2700	2700	2700	4133	4200	4000
New Mexico	2370	2640	1740	3425	4008	3300
Oregon	3018	3600	2800	3935	4578	3400
Utah	2400	2640	2300	3278	3900	2400
Washington	2850	3300	2400	3600	4200	3000
Wyoming	2400	2400	2400	3401	3850	2820

* Includes travel.

Table 3.—High, low, and average salaries, by position groups
and by States, July 1946 — Continued

State	White State home demonstration leaders			White assistant State home demonstration leaders and district agents		
	Average	High	Low	Average	High	Low
Connecticut	\$ 4140	\$ 4140	\$ 4140	\$ —	\$ —	\$ —
Delaware	3500	3500	3500	—	—	—
Maine	3960	3960	3960	—	—	—
Maryland	—	—	—	3100	3100	3100
Massachusetts	4380	4380	4380	3000	3000	3000
New Hampshire	4004	4004	4004	2800	2800	2800
New Jersey	6000	6000	6000	—	—	—
New York	4675	4675	4675	4057	4072	4012
Pennsylvania	3850	3850	3850	3233	3600	2600
Rhode Island	3400	3400	3400	—	—	—
Vermont	3500	3500	3500	—	—	—
West Virginia	3600	3600	3600	3250	3300	3200
Illinois	—	5000	—	3300	3800	2750
Indiana	3720	3720	3720	2780	3300	2640
Iowa	4500	4500	4500	3034	3500	2500
Kansas	3600	3600	3600	2950	3000	2900
Michigan	5000	5000	5000	3650	3800	3500
Minnesota	4000	4000	4000	3100	3300	3000
Missouri	4000	4000	4000	3125	3400	3000
Nebraska	3800	3800	3800	2700	2820	2700
North Dakota	4190	4190	4190	—	—	—
Ohio	5004	5004	5004	3672	3804	3408
South Dakota	3450	3450	3450	2925	3050	2800
Wisconsin	5175	5175	5175	3813	3880	3680
Alabama	4080	4080	4080	3660	3720	3600
Arkansas	4300	4300	4300	3545	3660	3400
Florida	4200	4200	4200	3540	3540	3540
Georgia	3900	3900	3900	3300	3300	3300
Kentucky	4600	4600	4600	3325	3500	3200
Louisiana	4400	4400	4400	3625	3700	3500
Mississippi	4630	4630	4630	3640	3640	3640
North Carolina	4680	4680	4680	3840	3840	3840
Oklahoma	4000	4000	4000	3400	3400	3400
South Carolina	3800	3800	3800	2850	3000	2700
Tennessee	—	—	—	3900	4000	3600
Texas	5000	5000	5000	3600	4400	3200
Virginia	5184	5184	5184	3717	3840	3436
Arizona	4060	4060	4060	—	—	—
California	—	—	—	—	—	—
Colorado	3200	3200	3200	—	—	—
Idaho	3260	3260	3260	2329	2700	2200
Montana	3900	3900	3900	—	—	—
Nevada	3900	3900	3900	—	—	—
New Mexico	3000	3000	3000	—	—	—
Oregon	4800	4800	4800	3900	3900	3900
Utah	3500	3500	3500	—	—	—
Washington	4400	4400	4400	—	—	—
Wyoming	3700	3700	3700	—	—	—

Table 3.—High, low, and average salaries, by position groups
and by States, July 1946 — Continued

State	White county home demonstration agents and associates			White assistant county home demonstration agents		
	Average	High	Low	Average	High	Low
Connecticut ...	\$ 3202	\$ 3660	\$ 2820	\$ 2340	\$ 2340	\$ 2340
Delaware	2500	2600	2400	—	—	—
Maine	2092	2472	1914	2200	2200	2200
Maryland	2583	3000	2130	2175	2500	2000
Massachusetts ..	2860	3700	2160	1740	1740	1740
New Hampshire ..	2515	3067	2016	—	—	—
New Jersey	4308	4800	3720	3017	3350	2550
New York	3013	4380	2400	2202	2520	1800
Pennsylvania ...	2523	3500	2000	2050	2600	1800
Rhode Island ...	2666	2700	2600	—	—	—
Vermont	2100	2350	1800	—	—	—
West Virginia ..	2500	2900	2100	—	—	—
Illinois	2500	3480	2280	—	2000	2000
Indiana	2481	3480	2100	—	—	—
Iowa	2418	3000	1920	—	—	—
Kansas	2500	3200	1800	—	—	—
Michigan	2807	3800	2400	—	—	—
Minnesota	2302	2700	2000	—	—	—
Missouri	2436	3035	2000	1800	1800	1800
Nebraska	2336	2820	2100	2100	2100	2100
North Dakota ...	2619	2940	2400	2400	2400	2400
Ohio	2686	3504	2208	—	—	—
South Dakota ...	2390	2900	1900	—	—	—
Wisconsin	2460	3140	2050	—	—	—
Alabama	2535	3320	2200	2122	2320	1900
Arkansas	2919	3800	2600	2250	2520	2040
Florida	2620	3900	1900	1905	2160	1500
Georgia	2553*	3540*	2100*	2096*	2800*	1800*
Kentucky	2511	3000	2400	1836	2100	1800
Louisiana	2590	3500	2100	1889	2300	1800
Mississippi	2903*	3920*	2520*	2417*	2520*	2400*
North Carolina :	2567	3360	1920	2096	2940	1800
Oklahoma	3041	3705	2325	2400	2400	2400
South Carolina :	2322	2650	1980	1800	1800	1800
Tennessee	2906*	3740*	2580*	2693*	3500*	2320*
Texas	2608	3704	2080	2341	3435	1900
Virginia	2464	3434	2409	2017	2424	1734
Arizona	3267	3675	2800	2633	3000	2400
California	3976	—	—	3253	—	—
Colorado	2323	2600	2000	2000	2000	2000
Idaho	2330	2700	2100	—	—	—
Montana	2757	3200	2500	2400	2400	2400
Nevada	2963	3600	2640	—	—	—
New Mexico	2220	2460	1920	—	—	—
Oregon	2874	3500	2400	—	—	—
Utah	2294	2970	2100	—	—	—
Washington	3350	3700	3000	3000	3600	2400
Wyoming	2550	2880	2220	—	—	—

* Includes travel.

Table 3.--High, low, and average salaries, by position groups,
and by States, July 1946 -- Continued

State	Specialists - Women		
	Average	High	Low
Connecticut	\$ 3270	\$ 3660	\$ 2580
Delaware	3100	3400	2500
Maine	3029	3102	2882
Maryland	2780	3100	2200
Massachusetts	3720	3900	3000
New Hampshire	3225	3528	2856
New Jersey	4344	4980	3540
New York	3700	4950	2530
Pennsylvania	—	—	—
Rhode Island	3400	3400	3400
Vermont	2980	3200	2750
West Virginia	3150	3200	3100
Illinois	3300	3800	2500
Indiana	—	—	—
Iowa	2741	3300	1728
Kansas	2700	3000	2400
Michigan	3300	3500	3000
Minnesota	3053	3300	2880
Missouri	—	—	—
Nebraska	2650	2880	2360
North Dakota	3058	3418	2400
Ohio	3578	4008	2808
South Dakota	2725	2950	2200
Wisconsin	—	—	—
Alabama	—	—	—
Arkansas	3050	3300	2960
Florida	3189	3300	3060
Georgia	2840	2980	2700
Kentucky	2850	3000	2400
Louisiana	3300	3800	3000
Mississippi	—	—	—
North Carolina	3272	3600	2700
Oklahoma	3260	3400	3080
South Carolina	2536	2700	2460
Tennessee	3209	3500	2565
Texas	3490	3800	3200
Virginia	3444	4243	2832
Arizona	3403	3760	3100
California	—	—	—
Colorado	2820	3000	2500
Idaho	2450	2600	2300
Montana	3600	3600	3600
Nevada	3000	3000	3000
New Mexico	2800	2880	2760
Oregon	3220	3630	2800
Utah	2700	3080	2640
Washington	3225	3800	2650
Wyoming	3040	3200	2920

Table 3.—High, low, and average salaries, by position groups,
and by States, July 1946 - Continued

State	White State 4-H Club leaders - Men			White assistant State club leaders and district agents - Men		
	Average	High	Low	Average	High	Low
Connecticut	\$ 5220	\$ 5220	\$ 5220	\$ --	\$ --	\$ --
Delaware	--	--	--	--	--	--
Maine	3894	3894	3894	--	--	--
Maryland	4200	4200	4200	3200	3200	3200
Massachusetts	4920	4920	4920	3960	3960	3960
New Hampshire	3927	3927	3927	--	--	--
New Jersey	--	--	--	3540	3540	3540
New York	6327	6327	6327	4798	5130	4484
Pennsylvania	--	--	--	--	--	--
Rhode Island	3600	3600	3600	--	--	--
Vermont	--	--	--	--	--	--
West Virginia	3750	3800	3700	3300	3300	3300
Illinois	--	--	--	3400	4400	2800
Indiana	5000	5000	5000	3300	3400	3200
Iowa	4000	4000	4000	3400	3800	3000
Kansas	3900	3900	3900	3300	3400	3200
Michigan	5500	5500	5500	3633	4000	3400
Minnesota	4200	4200	4200	3340	3600	2800
Missouri	4200	4200	4200	3650	3700	3600
Nebraska	3980	3980	3980	3100	3100	3100
North Dakota	4608	4608	4608	3402	3402	3402
Ohio	5100	5100	5100	4272	4708	3504
South Dakota	3500	3500	3500	2900	3050	2700
Wisconsin	5175	5175	5175	4502	4715	4290
Alabama	4020	4020	4020	--	--	--
Arkansas	3860	3860	3860	3500	3500	3500
Florida	3900	3900	3900	--	--	--
Georgia	3900	3900	3900	3300	3300	3300
Kentucky	4600	4600	4600	3500	3800	2900
Louisiana	4400	4400	4400	4000	4000	4000
Mississippi	4245	4245	4245	3600	3600	3600
North Carolina	4500	4500	4500	3000	3000	3000
Oklahoma	4400	4400	4400	3410	3410	3410
South Carolina	3780	3780	3780	3420	3600	3300
Tennessee	4150	4200	4100	--	--	--
Texas	3900	3900	3900	3400	3400	3400
Virginia	4215	5070	3360	4524	4646	4444
Arizona	3200	3200	3200	--	--	--
California	--	--	--	--	--	--
Colorado	3600	3600	3600	--	--	--
Idaho	3500	3500	3500	--	--	--
Montana	4300	4300	4300	3700	3700	3700
Nevada	4200	4200	4200	--	--	--
New Mexico	3300	3300	3300	--	--	--
Oregon	5100	5100	5100	4800	4800	4800
Utah	3740	3740	3740	--	--	--
Washington	3800	3800	3800	--	--	--
Wyoming	3720	3720	3720	--	--	--

Table 3.—High, low, and average salaries, by position groups,
and by States, July 1946—Continued

State	White State 4-H Club leaders - Women			White assistant State 4-H Club leaders and district agents - Women		
	Average	High	Low	Average	High	Low
Connecticut	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
Delaware	—	—	—	—	—	—
Maine	—	—	—	2398	2398	2398
Maryland	3600	3600	3600	—	—	—
Massachusetts	—	—	—	3120	3120	3120
New Hampshire	—	—	—	3528	3528	3528
New Jersey	5280	5280	5280	—	—	—
New York	5130	5130	5130	3588	4366	2928
Pennsylvania	—	—	—	—	—	—
Rhode Island	—	—	—	—	—	—
Vermont	—	—	—	2500	2500	2500
West Virginia	—	—	—	2700	2700	2700
Illinois	—	—	—	2900	3200	2700
Indiana	—	—	—	2750	3100	2400
Iowa	3700	3700	3700	2970	2970	2970
Kansas	—	—	—	2850	3100	2600
Michigan	—	—	—	2933	3200	2700
Minnesota	—	—	—	2600	2600	2600
Missouri	—	—	—	2933	3100	2800
Nebraska	—	—	—	2453	2572	2360
North Dakota	3150	3150	3150	—	—	—
Ohio	—	—	—	3708	3708	3708
South Dakota	—	—	—	2700	2950	2400
Wisconsin	—	—	—	2795	3190	2400
Alabama	3480	3480	3480	—	—	—
Arkansas	—	—	—	—	—	—
Florida	—	—	—	—	—	—
Georgia	—	—	—	2600	2700	2500
Kentucky	—	—	—	2966	3300	2600
Louisiana	—	—	—	2700	2700	2700
Mississippi	—	—	—	3200	3420	3090
North Carolina	—	—	—	3000	3000	3000
Oklahoma	3400	3400	3400	—	—	—
South Carolina	2460	2460	2460	—	—	—
Tennessee	—	—	—	—	—	—
Texas	3200	3200	3200	3200	3200	3200
Virginia	3504	3840	3168	—	—	—
Arizona	2500	2500	2500	—	—	—
California	—	—	—	—	—	—
Colorado	—	—	—	2800	2800	2800
Idaho	—	—	—	—	—	—
Montana	—	—	—	3300	3300	3300
Nevada	—	—	—	—	—	—
New Mexico	—	—	—	2220	2220	2220
Oregon	—	—	—	3800	3800	3800
Utah	2640	2640	2640	—	—	—
Washington	3500	3500	3500	—	—	—
Wyoming	3000	3000	3000	—	—	—

Table 3.—High, low, and average salaries, by position groups,
and by States, July 1946 - Continued

State	White county 4-H Club agents and associates - Men			White county 4-H Club agents and associates - Women		
	Average	High	Low	Average	High	Low
Connecticut	\$ 3280	\$ 3540	\$ 2820	\$ 2940	\$ 3180	\$ 2820
Delaware	2600	2800	2400	—	—	—
Maine	2500	2800	2300	1923	1980	1848
Maryland	—	—	—	—	—	—
Massachusetts ..	3170	3640	2520	2380	2700	2160
New Hampshire ..	2601	3000	2400	2424	2795	1900
New Jersey	3604	4800	3000	2990	3540	2550
New York	3547	4407	2700	2598	4380	1900
Pennsylvania ...	—	—	—	—	—	—
Rhode Island ...	2500	2500	2500	2100	2100	2100
Vermont	2375	2700	2000	1980	2200	1700
West Virginia...	2138	2700	1800	2137	2600	1800
Illinois	—	—	—	—	—	—
Indiana	2647	3500	2340	—	—	—
Iowa	2496	2800	2000	—	—	—
Kansas	2850	3300	2400	2100	2100	2100
Michigan	2880	3600	2500	2800	2800	2800
Minnesota	3000	3600	2400	2204	2859	1800
Missouri	—	—	—	—	—	—
Nebraska	—	—	—	—	—	—
North Dakota ..	—	—	—	—	—	—
Ohio	3278	3600	2400	—	—	—
South Dakota ...	—	—	—	—	—	—
Wisconsin	—	—	—	—	—	—
Alabama	—	—	—	—	—	—
Arkansas	—	—	—	—	—	—
Florida	—	—	—	—	—	—
Georgia	—	—	—	—	—	—
Kentucky	—	—	—	—	—	—
Louisiana	—	—	—	—	—	—
Mississippi	—	—	—	—	—	—
North Carolina ..	—	—	—	—	—	—
Oklahoma	—	—	—	—	—	—
South Carolina ..	—	—	—	—	—	—
Tennessee	—	—	—	—	—	—
Texas	—	—	—	—	—	—
Virginia	—	—	—	—	—	—
Arizona	—	—	—	—	—	—
California	—	—	—	—	—	—
Colorado	2542	2700	2300	2400	2400	2400
Idaho	2400	2400	2400	—	—	—
Montana	—	—	—	—	—	—
Nevada	—	—	—	—	—	—
New Mexico	—	—	—	—	—	—
Oregon	2914	3600	2800	—	—	—
Utah	—	—	—	—	—	—
Washington	—	—	—	—	—	—
Wyoming	—	—	—	—	—	—

Table 3.--High, low, and average salaries, by position groups,
and by States, July 1946 -- Continued

State	White assistant 4-H Club agents - Men			White assistant 4-H Club agents - Women		
	Average	High	Low	Average	High	Low
Connecticut ...	\$ 2460	\$ 2460	\$ 2460	\$ 2316	\$2580	\$ 2220
Delaware	—	—	—	—	—	—
Maine	—	—	—	—	—	—
Maryland	—	—	—	—	—	—
Massachusetts ..	—	—	—	2030	2088	1944
New Hampshire ..	1600	1600	1600	1800	1800	1800
New Jersey	—	—	—	—	—	—
New York	—	—	—	—	—	—
Pennsylvania ...	—	—	—	—	—	—
Rhode Island ...	—	—	—	—	—	—
Vermont	—	—	—	—	—	—
West Virginia ..	—	—	—	—	—	—
Illinois	2700	3000	2400	2100	2400	2000
Indiana	—	—	—	—	—	—
Iowa	—	—	—	—	—	—
Kansas	—	—	—	—	—	—
Michigan	—	—	—	—	—	—
Minnesota	1680	1680	1680	1680	1920	1560
Missouri	—	—	—	—	—	—
Nebraska	—	—	—	—	—	—
North Dakota ...	—	—	—	—	—	—
Ohio	—	—	—	—	—	—
South Dakota ...	—	—	—	—	—	—
Wisconsin	—	—	—	—	—	—

None reported in the other States.

Table 3.--High, low, and average salaries, by position groups,
and by States, July 1946 - Continued

State	Negro State county agent leaders			Negro State home demonstration leaders		
	Average	High	Low	Average	High	Low
Alabama	\$ 4200	\$ 4200	\$ 4200	\$ —	\$ —	\$ —
Florida	2400	2400	2400	1980	1980	1980
Georgia	2550	3000	2100	—	—	—
Mississippi	3024	3024	3024	—	—	—
North Carolina :	3840	3840	3840	—	—	—
South Carolina ;	2520	2520	2520	1980	1980	1980
Tennessee	3200	3200	3200	2240	2240	2240
Texas	4428	4428	4428	2800	2800	2800
Virginia	3235	3235	3235	—	—	—
West Virginia ..	3600	3600	3600	—	—	—
	Negro assistant State county agent leaders and district agents			Negro assistant State home demonstration leaders and district agents		
	Average	High	Low	Average	High	Low
Alabama	\$ 2580	\$ 2580	\$ 2580	\$ 2040	\$ 2040	\$ 2040
Arkansas	2520	2680	2360	2170	2260	2080
Georgia	—	—	—	2300	2300	2300
Kentucky	2100	2100	2100	—	—	—
Louisiana	3000	3000	3000	2200	2200	2200
Maryland	2400	2400	2400	—	—	—
Mississippi	—	—	—	2360	2520	2200
Missouri	—	—	—	2510	2510	2510
North Carolina :	3080	3360	2880	2780	2940	2700
Oklahoma	2640	2640	2640	2310	2310	2310
South Carolina :	2120	2120	2120	—	—	—
Texas	2567	2640	2521	2495	2495	2495
Virginia	2832	2832	2832	2384	2384	2384
West Virginia ..	—	—	—	1900	1900	1900
	Negro State 4-H Club leaders			Negro assistant State 4-H Club leaders and district agents		
	Average	High	Low	Average	High	Low
Alabama	\$ 2310	\$ 2580	\$ 2040	\$ —	\$ —	\$ —
Arkansas	2200	2200	2200	—	—	—
Georgia	2300	2300	2300	2100	2100	2100
Mississippi	—	—	—	2040	2430	1770
North Carolina :	—	—	—	2760	2760	2760

Table 3.—High, low, and average salaries, by position groups,
and by States, July 1946 — Continued

State	Negro county agricultural agents			Negro home demonstration agents		
	Average	High	Low	Average	High	Low
Alabama	\$ 1793	\$ 2220	\$ 1520	\$ 1428	\$ 1620	\$ 1140
Arkansas	1934	2300	1800	1805	1990	1700
Delaware	—	—	—	2300	2300	2300
Florida	1872*	1872*	1872*	1872*	1872*	1872*
Georgia	1933*	2350*	1620*	1514*	1860*	1140*
Kentucky	2200	2400	2000	1840	2000	1800
Louisiana	1855	2100	1600	1500	1800	1400
Maryland	1716	1900	1200	1660	1800	1560
Mississippi	2157*	3120*	1620*	1880*	2520*	1300*
Missouri	—	—	—	2300	2300	2300
North Carolina :	2096	2760	1800	2010	2340	1620
Oklahoma	2375	2682	2000	2074	2272	1862
South Carolina :	1991	2280	1800	1500	1500	1500
Tennessee	2261*	2400*	1800*	2160*	2340*	1800*
Texas	2043	2884	1800	1761	2300	1600
Virginia	2214	2915	2090	2214	2339	1883
West Virginia ..	2000	2000	2000	1595	1800	1500
Negro 4-H Club agents						
	Average	High	Low			
West Virginia :	\$ 1400	\$ 1500	\$ 1200			
Negro clerical staff						
	State			County		
	Average	High	Low	Average	High	Low
Alabama	\$ 1372	\$ 1680	\$ 1200	\$ —	\$ —	\$ —
Arkansas	1050	1140	960	—	—	—
Florida	1200	1200	1200	—	—	—
Georgia	1254	1254	1254	—	—	—
Louisiana	1080	1080	1080	—	—	—
Maryland	—	—	—	1300	1450	1150
Mississippi	960	960	960	830	960	780
North Carolina :	1420	1620	1260	984	1200	840
Oklahoma	1320	1320	1320	600	600	600
South Carolina :	1248	1260	1236	—	—	—
Tennessee	1020	1020	1020	600	600	600
Texas	1470	1500	1440	—	—	—
Virginia	1339	1339	1339	—	—	—
West Virginia ..	1620	1800	1440	—	—	—

*. Includes travel

Table 3.—High, low, and average salaries, by position groups,
and by States, July 1946 - Continued

State	White clerical staff					
	State			County		
	Average	High	Low	Average	High	Low
Connecticut	\$ 1804	\$ 2340	\$ 1440	\$ 1600	\$ 2160	\$ 1200
Delaware	1200	1600	1080	1200	1320	1080
Maine	1283	1650	950	1350	1740	960
Maryland	1631	2250	1208	1461	1815	1050
Massachusetts	1594	2016	1260	1580	2580	1140
New Hampshire	1305	1650	1060	1428	1800	1144
New Jersey	1729	3000	1200	1045	2480	900
New York	1750	2659	1600	1457	2100	1000
Pennsylvania	1454	2800	1140	1311	2160	840
Rhode Island	1356	1740	1140	—	—	—
Vermont	1265	1800	1020	1135	1500	936
West Virginia	1378	1950	900	1280	2000	540
Illinois	1800	3108	1200	1800	2640	900
Indiana	1200	1800	960	1250	2000	900
Iowa	1400	2400	1140	1514	2100	1080
Kansas	—	—	—	—	—	—
Michigan	1440	1800	1320	1306	1860	900
Minnesota	1627	2496	1320	1248	1710	900
Missouri	1400	1820	1200	1073	1800	720
Nebraska	1260	1620	900	1200	1620	1080
North Dakota	1486	2079	1200	1500	1920	1140
Ohio	1739	2400	1392	1320	2200	780
South Dakota	1452	2400	1200	—	—	—
Wisconsin	—	2100	1200	1200	1800	900
Alabama	1715	2640	900	1306	1980	900
Arkansas	1663	2860	1200	1338	1800	1080
Florida	1652	2100	1404	1434	1680	990
Georgia	1650	2100	1200	1200	1500	900
Kentucky	—	—	—	—	—	—
Louisiana	1547	1980	1140	1242	1500	1080
Mississippi	1468	1800	1116	1336	1680	600
North Carolina	1642	1980	1140	1372	1920	840
Oklahoma	1638	2046	1320	1411	1650	1200
South Carolina	1458	1920	1200	1430	1904	1248
Tennessee	1711	2250	1200	1260	2000	720
Texas	1839	2640	1600	—	—	—
Virginia	1456	3033	1264	1285	1413	1116
Arizona	1904	2300	1855	1891	2210	1655
California	—	—	—	—	—	—
Colorado	1478	2100	1200	—	—	—
Idaho	1560	1920	1320	1461	2120	960
Montana	1680	2000	1500	1517	1860	1200
Nevada	1698	2400	1380	1805	2400	1380
New Mexico	1740	1860	1680	1670	1920	1440
Oregon	—	—	—	—	—	—
Utah	1577	2310	1340	—	—	—
Washington	1843	2004	1500	1890	2160	1620
Wyoming	—	—	—	—	—	—

The salaries of Extension workers will no doubt be changing continually. A report on county extension agents' salaries in December 1946 shows a small increase for the country as a whole in the average salary of each group of county extension agents, both white and Negro, over the averages for July 1946. Comparison by individual States of the average salaries as of July 1946 and December 1946 shows increases in December for county agricultural agents and home demonstration agents in nearly three-fourths of the States. Of the other one-fourth of the States the average remained the same in a few, and showed a decrease in December over July in the others.

Comparison of salaries with those of vocational agriculture
and home economics teachers and others

The salaries of county extension agents are considered to compare favorably with those of vocational agriculture and home economics teachers when Extension is able to draw personnel from the vocational teaching field.

As a rule the salaries of county extension agents and associate agents compare favorably with those of vocational agriculture and home economics teachers. For assistant agents the comparison is favorable in somewhat less than half of the States (table 4).

Table 4. -- Comparison of salaries with those of vocational
agriculture and home economics teachers

County extension agents	Number of States reporting that salaries compare	
	Favorably	Unfavorably
County agricultural agents	40	5
Associate agricultural agents	15	1
Assistant agricultural agents	15	25
Home agents	30	15
Associate home agents	8	1
Assistant home agents	14	15
4-H Club agents: Men	8	11
Women	7	4
Associate 4-H Club agents	5	--
Assistant 4-H Club agents	2	2

All but 5 of the 45 States reporting said the salaries of their county agricultural agents compare favorably with those of teachers in vocational agriculture. Practically all of the States with associate county agricultural agents made the same reply. For the assistant agricultural agents the comparison is favorable in only 15 out of the 40 States reporting.

Two-thirds of the 45 States reporting said the salaries of home demonstration agents compare favorably with those of vocational home economics teachers, and all but one of the States with associate home demonstration agents made the same report. In the case of assistant home demonstration agents the number of States is about evenly divided.

For the men 4-H Club agents the States reported "Favorably" less frequently than "Unfavorably" but the opposite was true for women 4-H Club agents. All States with associate 4-H Club agents reported "Favorable" and the number is equally divided for assistant 4-H Club agents.

"Unfavorable" was checked for one or more groups of extension workers by a total of 31 of the 45 States. Most of these States are in the South and Middle West (table 5). The following are some special comments made by the States:

Indiana said that both salary and working conditions of home demonstration agents compare unfavorably.

South Carolina said that salaries of county agents and home agents compare favorably, salaries of assistant agricultural and home agents unfavorably. Salaries in counties do not compare so favorably with salaries of Soil Conservation Service and Farm Security Administration.

Kansas checked all salaries as unfavorable. They said the salaries are about the same, but that Extension salaries should be higher because of longer hours and greater responsibility.

Table 5. -- States in which salaries of any county extension workers compare unfavorably with those of vocational agriculture and home economics teachers

Connecticut	Illinois	Alabama	Oregon
Delaware	Indiana	Arkansas	Utah
Maine	Iowa	Florida	Washington
Maryland	Kansas	Georgia	
New Hampshire	Michigan	Louisiana	
New York	Minnesota	North Carolina	Total - 31 States
Vermont	Missouri	Oklahoma	
	Nebraska	South Carolina	
	South Dakota	Tennessee	
	Wisconsin	Texas	
		Virginia	

The comparison of county extension salaries with those of county workers in the Farm Security Administration and Soil Conservation Service is not so favorable. In July 1946 the average salary of county agricultural agents was above the top salary of the Farm Security Administration county supervisors in only 2 States. In 19 States the average salary of county agricultural agents was below the minimum salary for Farm Security Administration county supervisors.

The salaries of home demonstration agents compare even less favorably. In 45 States the average salary of home demonstration agents was below the minimum salary of Farm Security Administration county home supervisors. In only 1 State was the average salary of the home demonstration agents above the top salary of the Farm Security Administration home supervisors (tables 6 and 7).

Table 6. -- Salaries of Farm Security Administration and Soil Conservation Service field workers - amount of steps within grades

Data as of July 1946

Position	Classification	Amount of salary for different steps within grade						
		Steps within grade						
		Beginning	Middle				Top	
		1	2	3	4	5	6	7
Farm Security Administration county supervisor	P-2	\$3397	\$3523	\$3648	\$3773	\$3899	\$4024	\$4150
Farm Security Administration district supervisor.....	P-3	4150	4275	4400	4526	4651	4777	4902
Soil Conservation Service work leader	P-2	3397	3523	3648	3773	3899	4024	4150
Soil Conservation Service district conservationist.....	P-3	4150	4275	4400	4526	4651	4777	4902

Travel and demonstration supply allowances.

In all 48 States the State extension staff members receive a travel expense allowance in addition to their salary (table 8). In 46 States a mileage rate is allowed and there is no fixed sum allowance in any of these States. Two States, California and Oregon, have neither a mileage rate nor a fixed sum.

Travel expense is provided in addition to the salary of both white and Negro county extension agents in 44 States. One additional State, Florida, makes such provision for white county extension agents only. Georgia, Tennessee, and Mississippi included the travel expense with the salary, but it was expected that Mississippi would provide a separate travel allowance on July 1, 1946. In 39 of the 45 States all travel allowances are provided by means of a mileage rate, in 2 by a fixed sum only, and in 2 by both methods. California and Oregon have neither a mileage rate nor a fixed sum.

Table 7.--Comparison of salaries of county Extension agents with salaries of county supervisors in Farm Security Administration, by States *

Data as of July 1946

State	The average salary of : county agricultural : agents is			The average salary of : home demonstration : agents is			The average salary of assistant agents or 4-H Club agents is					
	Compa- : rable : Above :to :Below			Compa- : rable : Above :to :Below								
	salary :mini- : step :mum			salary :mini- : step :mum								
	of FSA : county : super- : visor	of FSA : county : super- : visor	of FSA : county : super- : visor	of FSA : county : super- : visor	of FSA : county : super- : visor	of FSA : county : super- : visor	Above top : salary of FSA : county super- : visor	Comparable to : salary step of : FSA county : supervisor : given below *	Below minimum : salary of FSA : county super- : visor			
	given : below *	given : below *	given : below *	given : below *	given : below *	given : below *	Men	Women	Men	Women	Men	Women
Connecticut	7										x	x
Delaware	2										x	
Maine		x									x	x
Maryland	6										x	x
Massachusetts	3										x	x
New Hampshire	3										x	x
New Jersey	x			x					(Asst. agt. 2, 4-H 3)			x
New York	5								4-H 2	(Asst. agt. x)	x	x
Pennsylvania	6										x	x
Rhode Island	1										x	x
Vermont		x									x	x
West Virginia		x									x	x
Illinois												
Indiana	2										x	
Iowa	3										x	
Kansas	3										x	x
Michigan	4										x	x
Minnesota		x									x	x
Missouri		x									x	x
Nebraska		x									x	x
North Dakota		x									x	x
Ohio	5										x	x
South Dakota		x									x	x
Wisconsin	1										x	x
Alabama	4										x	x
Arkansas	2										x	x
Florida		x									x	x
Georgia		x									x	x
Kentucky		x									x	x
Louisiana	2										x	x
Mississippi	4										x	x
North Carolina	3										x	x
Oklahoma	3										x	x
South Carolina	4										x	x
Tennessee	2										x	x
Texas		x									x	x
Virginia	1										x	x
Arizona	5										x	x
California	x				6			5			x	x
Colorado		x									x	x
Idaho		x									x	
Montana		x									x	x
Nevada		x									x	
New Mexico		x									x	
Oregon	5										x	
Utah		x									x	
Washington	3				1						x	x
Wyoming		x									x	

* There are seven different salary steps in the Civil Service classification grade held by the county supervisors in Farm Security Administration. The amount of salary in these various steps is shown in table 6. The same scale applies to other county workers in government agencies under Civil Service, such as Soil Conservation Service and Forest Service.

Table 8.--Travel and demonstration supply allowances

Item	Professional workers									
	State					County				
	Number of States reporting					Number of States reporting				
	Yes	No				Yes	No			
Travel expense is provided in addition to salary	48	--				44	3			
Travel expense is provided in addition to salary - White only ..	--	--				1	--			
Mileage rate is allowed ..	46	2				41	7			
There is a limit to total miles allowed ..	17	29				23	18			
Fixed sum is allowed for travel instead of mileage rate	--	48				4	40			
There is an allowance for travel to professional meetings	29	19				9	38			
There is an allowance for demonstration supplies	47	1				42	6			

Number of States that have neither a mileage rate nor a fixed sum allowance		2					5			

	:Near:	:Some:	:Few:	:None:		:Near:	:Some:	:Few:	:None:	
	:All:	:ly:				:All:	:ly:			
	:all:					:all:				
Cases in which travel allowance is adequate (in opinion of director)	39	9	--	--	--	21	20	1	3	--
Cases in which allowance for demonstration supplies is adequate (in opinion of director)	24	19	3	1	--	15	17	6	3	1

The mileage rate allowed most frequently is 5 cents. Twenty-nine States reported this for the State staff and 18 States did so for the county staff. In only three States is the mileage rate less than 5 cents. Six cents is allowed to the State staff by 7 States and to the county staff by 6 States. A few range up as high as 8 cents. In some States lower rates are given after a certain fixed mileage. A few counties pay less when the travel is outside of the county. The details as reported are shown in table 9.

There is a limit to the total miles allowed on the mileage rate in the case of the State staff in 17 out of the 46 States with a mileage rate. This is true with reference to the county staff in 23 of the 41 States that operate on a mileage rate. A number of States said the mileage is limited because the budget is limited.

The fixed sum allowed to county extension agents in Kansas for travel expense ranges from \$300 to \$600 a year. Rhode Island, Vermont and Ohio, the other three States that provide fixed sums, allow \$600 a year.

State extension directors in 39 States think the travel allowance to the State staff is adequate in all cases and the remaining 9 think it is adequate in nearly all cases. On the whole the county extension agents are less well provided for in the opinion of the directors, 21 of whom said the allowance is adequate in all cases, 20 in nearly all, 1 in some, and 3 in a few cases. Three States have no allowance for travel in addition to the salary.

An allowance for travel to professional meetings is granted to the State professional workers in 29 States and to county professional workers in 9 States. Some of the States explained that special approval is required in each case. A few States said they have no such allowance but that occasionally an exception is made on an individual case basis.

An allowance for demonstration supplies is provided to the State extension staff in all States but one, and to the county extension staff in all States but six. One of the States with the allowance said that only a part of the county workers got it.

The extension directors in 24 States think the allowance for demonstration supplies is adequate in all cases, 19 think it is adequate in nearly all, 3 in some, and 1 in few cases. The county workers are less fortunate in the opinion of the directors, only 15 of whom said the allowance is adequate in all cases, 17 in nearly all, 6 in some, 3 in few, and 1 in no case.

In the case of State extension workers, all cars are provided by the workers themselves in 19 States; California and Oregon furnish all cars from State funds; and in 26 States they are provided in both ways (table 10). A part of the State staff members in Oklahoma use their own cars and some use cars provided by Federal funds. This makes a total of 46 States in which the workers furnish all or part of the cars compared with 28 States in which all or part of them are provided by State funds.

Table 9. -- Mileage rate allowed for travel

Item	Professional workers		
	State	County	Out of county
Number of States reporting mileage rate allowed for travel	46	41	4
Number of States reporting the following mileage rates:			
3½ cents	1	--	--
4 cents	1	--	--
4½ cents first 1,000 per month; 4 cents above 1,000 (State law)	1	1	--
4½ - 5 cents in county; 3½ cents outside county	--	1	1
4½ - 7 cents	--	1	--
4½ cents in lieu of common carrier; 5 cents per mile	1	--	--
5 cents	29	18	--
5 cents in county; 3 cents outside county	--	1	1
5 cents in county; 3-4 cents outside county	--	1	1
5 cents first 1,000; 4 cents second 1,000; 3 cents third 1,000; and 2 cents for all above 3,000 on calendar month basis (Same for both State and county)	1	1	--
5 cents per mile in county; 4½ cents per mile outside county	--	1	1
5 - 7 cents	--	1	--
5 - 7½ cents	--	1	--
5 - 8 cents	--	2	--
5½ cents	1	--	--
6 cents	7	6	--
6 cents and 5 cents (Same in both State and county)	1	1	--
6½ cents 7,000; 5½ cents 7,000-10,000; 3½ cents over 10,000	--	1	--
7 cents	1	1	--
7½ cents	2	2	--
8 cents	--	1	--

Table 10. -- Method in which cars are provided

Item	State	County
	workers	workers
	Number of	Number of
	States	States
	reporting	reporting
Any reply	48	48
Cars are provided by: <u>1/</u>		
Workers themselves:		
Any cars	46	44
All cars	19	27
Some cars	18	4
Majority of cars	8	11
Minority of cars	1	2
State funds:		
Any cars	28	--
All cars	2	--
Some cars	17	--
Majority of cars	1	--
Minority of cars	8	--
County funds:		
Any cars	--	20
All cars	--	4
Some cars	--	3
Majority of cars	--	2
Minority of cars	--	11
Federal funds:		
Some cars	1	--
Farm organization funds:		
Some cars	--	1

1/ The questionnaire asked only whether cars are provided by the workers themselves or by county or State funds. Some of the States where two methods of providing cars are used indicated the proportion provided in the two ways - these were classified as "Majority" and "Minority." Other States merely checked two methods - these were each classified "Some."

County extension agents provide all cars in 27 States; 4 States, Washington, Oregon, California, and North Dakota, furnish all cars from county funds; and in 16 States they are provided in both ways. In Illinois a part of the agents use their own cars and the others use cars provided by farm organization funds. In 44 States county extension agents furnish all or part of the cars compared with 20 States in which all or part of them are provided by county funds.

The funds for the travel allowance of county workers are derived from a combination of sources in slightly more than half of the States (table 11). All of the funds are provided by the counties in 19 States, by the Federal Extension Service in 1 State, and by the farm organization in 1 State. The other 24 States out of the 45 reporting on the question gave more than one source. The combination of sources mentioned most frequently as providing all of the travel allowance, is Federal and State and County. This was reported by 13 States. All or part of the funds come from the counties in a total of 39 States. Federal and State sources provide all of the funds in 4 States and a part in 13 additional States. Farm organization was checked by 5 States.

Table 11. -- Funds from which travel allowance for county workers is provided

Item	Number of States reporting
Any reply to question	45
Funds from which travel allowance for county workers is provided:	
All from following sources:	
County	19
Federal	1
Farm organization	1
Federal and State and county	13
County and farm organizations	4
Federal and State	4
Federal and county	2
State and county	1
Any from following sources:	
County	39
Federal and State	17
Federal, but no State	3
State, but no Federal	1
Farm organization	5

The following are some special notations made by the States on the questionnaire:

In South Carolina, county funds are used to some extent to supplement travel in a few counties only.

In Nebraska, 12 home demonstration agents with 2 or more counties each get Federal and State funds.

In Michigan, most of the counties get funds from county, but a few district workers in poorer counties get Federal and State funds.

In Texas, most of travel allowances come from Federal funds and in a few instances from county funds. None from State funds.

North Carolina checked both Federal and State, and county. A footnote explained that some counties provide for travel for out-of-county needs and to cover excess mileage in county.

Montana checked "county" only, but said that county workers get some Federal-State funds for out-of-county travel expenses.

Provision for salary increases.

There is a definite salary scale for the State professional staff in 9 States and for the county professional staff in 11 States (tables 12 and 13). The salary scale provides for periodic salary increases for the State staff in 4 States and for the county staff in 5 States. For information as to the lengths of the periods and the amounts of the increases, see table 14. The provisions in the States are not sufficiently alike to permit of summarization, neither are the reports particularly complete.

Table 12. -- Definite salary scales

Item	Professional workers:				Clerical workers:			
	State		County		State		County	
	Number		Number		Number		Number	
	of States		of States		of States		of States	
	reporting		reporting		reporting		reporting	
	Yes	No	Yes	No	Yes	No	Yes	No
There is a definite salary scale	9	39	11	37	20	28	7*	41
Salary scale provides for periodic salary increases	4	5	5	6	13	4	5*	2

* In Maryland only the county clerical workers who receive more than half their salary from the State have a definite salary scale.

There is a definite salary scale for clerical workers in State extension offices in 20 States and for those in county extension offices in 7 States (tables 12 and 13). The salary scale provides for periodic salary increases for the State clerical staff in 13 States and for those in the counties in 5 States. Most often the promotions seem to be made annually and \$60 is the amount mentioned more frequently than any other. The data are incomplete and vary too much to be summarized. For the information, by States, as reported see table 15.

Table 13.-- States that have a definite salary scale

Item	Professional workers		Clerical workers	
	State	County	State	County
Connecticut	x	x	x	
Delaware	x	x		
Maryland			x	x *
Massachusetts	x	x	x	x
New Hampshire			x	
New Jersey	x	x	x	x
New York			x	
Rhode Island			x	
Illinois			x	
Indiana			x	
Kansas			x	
Michigan		x	x	x
Minnesota			x	
Nebraska			x	
Ohio	x	x	x	
South Dakota			x	
Wisconsin			x	
Kentucky		x		
Louisiana	x	x	x	x
Oklahoma	x	x		
Tennessee	x	x	x	x
Virginia	x	x	x	x
California			x	
Total	9	11	20	7

* In Maryland only the county clerical workers who receive more than half their salary from the State have a definite salary scale.

The number of years required by the State professional and clerical workers to go from the minimum to the maximum salary is from 3 to 6 years in one State, 8 years in one State, and 30 years in the only other State that reported. The clerical workers in two State offices go from the minimum to the maximum salary in 5 years (table 17).

Both the professional and clerical county extension workers go from the minimum to the maximum salary in from 3 to 6 years in one State, in 6 years in one State, in 20 years in one State, and in 30 years in the other one of the four States that reported.

The bases on which salary increases are made to the State and county professional workers are about the same. The order of factors in both cases, according to the number reporting them, are Merit, Seniority, Initial training, and Professional in-service training (table 16). The number of States that checked these factors ranged from about half to practically all of them. About one-sixth of the States said that competition offered by other agencies is a factor in granting salary increases.

The methods of determining salary increases for the State and county professional workers also follow about the same pattern. The "Rule-of-thumb" method is used by most of the States - about 2 out of 3 said they use it. Nearly 2 out of 3 States also reported Cost of living adjustment. Rating scales are used by 12 States for the State staff and by 12 States for the county staff, although in four instances these States are not the same for both. For a list of these States see table 18.

Salary increases for county extension agents are wholly dependent on county funds in only 4 States, partially so in 34, and not at all in 8. Two States did not reply.

Table 14. -- Periodic salary increases for professional staff

Lengths of periods and amounts of increases provided

Professional staff	
State	County
Massachusetts - Annual:	Massachusetts - Annual:
State leader .. \$240	County agents .. \$180
Asst. leader .. 120	Home dem. agent 120
Specialist 240	4-H agents 120
Asst. Spec. ... 180	
Louisiana:	Louisiana:
Director and entire staff	All county extension
each 2 years (white & Negro) - \$100; Merit	agents (white and Negro)
raise each 4 years - \$200.	each 2 years - \$100;
	Merit raise each 4
	years - \$200.
Virginia:	Virginia:
Director, Asst. Director	County and home demonstra-
and Specialists in charge -	tion agents - 18 months;
2 years. Specialists other	Asst. county and home
than those in charge -	agents - 12 months.
18 months.	
New Jersey:	New Jersey:
1 year Assoc. Dir. - \$250	1 year Agr. agents - \$240
1 year Specialists - 240	Home agents - 180
	Club agents - 180

Table 15. -- Periodic salary increases for clerical staff

Lengths of periods and amounts of increases provided.

Clerical staff	
State	County
Massachusetts: Semi-annual \$60	Massachusetts: Annual \$60
Louisiana: 1st raise, 6 months) 2nd raise, 18 months) 3rd raise, 36 months) \$10 raise on each step	Louisiana: 1st raise, 6 months) 2nd raise, 18 months) 3rd raise, 36 months) \$10 raise on steps 1 and 2.
Virginia: 12 months	Virginia: 12 months
New Jersey: 1 year \$120	
Connecticut: 1st Grade - 4 steps of \$ 60) 2nd Grade - 7 steps of 60) 3rd Grade - 6 steps of 120) In not less than 4 years nor more than 8 years.	
New Hampshire: \$60 per year up to ceiling	
New York: \$100	
Michigan: \$60 per year, to \$1500 On merit of work to 1800	
Minnesota: 1 year \$60 - \$90 per year	
Nebraska 6 months new workers \$60 per year. After first 6 months, 1 year \$60.	
Wisconsin: \$120 per year to maximum for State civil serv- ice grade	

Table 16. -- Provision for salary increases

Item	Professional workers	
	State	County
	Number of States reporting	Number of States reporting
Bases for salary increases:		
Any reply	47	47
Merit	45	45
Seniority	30	29
Initial training	28	23
Professional in-service training	24	22
Other:		
Not specified	8	8
Competition in other work	8	7
Special bonus legislation	1	-
Date of last increase	1	1
Salary relationships	1	1
Graduate study	1	-
Salary policy	1	1
Funds available	1	1
Political ability	-	1
Previous experience	-	1
Willingness of county to pay	-	1
Methods of determining salary increases:		
Any reply	47	46
"Rule-of-thumb" method	33	32
Cost of living adjustment	29	30
Rating scales	12	12
Other:		
Not specified	4	4
Competition in other work	11	10
Efficiency	5	5
Funds available	2	2
Salary policy	1	1
Previous experience	1	1
Length of service	1	1
Training	1	1
County approval	1	1
Local considerations	-	1
Salary increases for county personnel are dependent on county funds:		
Any reply	xx	46
Wholly	xx	4
Partially	xx	34
Not at all	xx	8

Table 17. -- Years required to go from minimum to maximum salary

Item	State	County
	workers	workers
	Number of States reporting	Number of States reporting
Any reply	5	4
The following length of time is required to go from minimum to maximum salary:		
Professional and clerical workers:		
3 - 6 years	1	1
6 years	-	1
8 years	1	-
20 years	-	1
30 years	1	1
Clerical workers only:		
5 years	2	-

Table 18. -- States that use rating scales in determining salary increases

State	State workers	County workers
Maryland	x	x
New Hampshire	x	
New York	x	
Iowa	x	x
Michigan		x
Ohio	x	x
Alabama	x	x
Arkansas		x
Florida	x	x
Kentucky	x	x
South Carolina	x	x
Virginia	x	x
New Mexico	x	x
Washington	x	x
Total	12	12

Retirement

Only 10 States said they had no retirement system when the reports were filled out (table 19). One of the 10, Kentucky, said they have no State retirement system but added a footnote explanation that there is an institutional retirement system for extension agents. Two of the 10 States, Alabama and Oregon, expected to have a retirement plan in operation soon. This then, probably leaves only 7 States without any retirement provision. These States are Delaware, Kansas, Mississippi, North Dakota, South Dakota, Tennessee, and Wyoming.

Five States gave the reasons why they have no retirement. In three States the State law prohibits it, three have none for other personnel, and one has insufficient funds.

The total salary of all personnel is taken into consideration in the retirement in 23 of the 38 States.

Of the 15 States in which the total salary is not considered, only 6 gave the source of such funds for any group of extension workers (table 20). The personnel involved are county workers in all cases and all funds are from local sources in 5 States. One additional State said neither local nor State funds are considered.

The reasons why part of the salary of any group is not considered for retirement were entered as free answers. These fall roughly into a few groups. Ten of the 15 States replying to this question said there is a maximum amount of total salary that may be considered. The amount is usually from \$2,000 to \$3,000 although one State gave the amount as \$1,200 for county workers, one said \$2,000 from State sources, and one gave the maximum from all sources as \$3,600. Six of the States said the part of salary coming from the county is not included. Federal funds are not considered in 2 of the States. For the details by States see table 21.

All members of the Extension staff are eligible for inclusion in the retirement system in 22 States; all except the clerks, or some of the clerks, are eligible in 10 additional States. Five of the 38 States with a retirement system merely reported that some members of the staff are not eligible, but did not specify which ones. The data indicate that a number of the States answered this question with the professional staff only in mind. The questionnaire did not ask for the information on this point separately for the professional and clerical staffs.

Participation in the retirement plan is a condition of employment for both State and county workers in 29 States and in an additional State it is so for the State staff only.

All members of the staff to whom retirement is available are participating in only about half the States. The reason checked most often as to why some members of the staff to whom retirement is available are not participating is that it is a new system and not required of old employees (table 22). Academic rank was checked by only two States. Three States said the workers have other retirement or insurance, and no other reason was reported more than twice.

Table 19. — Retirement plan

Item	Number of States reporting	
	Yes	No
State has a retirement system	38	10
Total salary of all personnel is taken into consideration	23	15
Participation is a condition of employment	29	7
State staff only	1	--
All members of the staff to whom retirement is available are participating	19	18
Provision is made for:		
Optional retirement	27	--
Compulsory retirement	36	--
Disability retirement	26	--
Death benefit	14	--
Surviving beneficiary	30	--
Separation from service	25	--
Employed deductions are matched	31	2
State workers only	1	--
System would permit participation in both Federal and State retirement plans	23	10
County workers only	1	--
		Number of States reporting
All members of the staff are eligible for inclusion in the retirement system:		
Yes		22
Yes, except clerks		5
Yes, except county clerks		4
Yes, except county clerks receiving less than half salary from State		1
No		5
Reasons why there is no retirement system:		
State law prohibits		3
Institution has none for other personnel		3
Not sufficient funds		1
Sources of matching funds for retirement:		
State only		21
Federal only		1
Federal and State		6
State and local		3
Federal, State, and local		1

Table 20. -- Source of that part of salary not taken into consideration for retirement of specific groups of workers

Number of States making any reply to this question - 6.

Item	Number of States reporting source of salary not con- sidered		
	Federal	State	Local
Any reply	-	1	6
Position group:			
Director, assistant director, and State leaders, Men	-	-	-
State leaders and assistants, Women.....	-	-	-
Supervisors: Men	-	-	-
Women	-	-	-
Specialists: Men	-	-	-
Women	-	-	-
White county extension agents:			
County agricultural agents	-	1	6
Home demonstration agents	-	1	6
4-H Club agents: Men	-	-	1
Women	-	-	1
Associate agents: Men	-	-	-
Women	-	-	-
Assistant agents: Men	-	1	6
Women	-	-	5
Negro county extension agents:			
Negro agents: Men	-	-	3
Women	-	-	3
White clerical staff:			
State	-	-	-
County.....	-	-	2
Negro clerical staff:			
State	-	-	-
County	-	-	2

Of the 38 States with a retirement plan, 36 said they have provisions for compulsory retirement and the other two did not answer either "Yes" or "No." No doubt all systems have this provision. Optional and disability retirement, and separation from the service benefits are provided by nearly two-thirds of the systems, surviving beneficiary by more than two-thirds, and death benefits by a little over one-third.

The age for compulsory retirement is 70 years in about two-thirds of the States for both men and women extension workers in both the State and county (table 23). In approximately one-third of the States the age is 65 years. New Hampshire gave the compulsory retirement age as 69 for all workers, but said it would be 65 later. In South Carolina the compulsory retirement age is 65, but an employee may be continued in service until 72 years of age on annual recommendation of the employer.

Table 21. -- Reasons why part of salary of any group is not considered for retirement

Reasons why part of salary is not considered for retirement:

West Virginia Limit to \$2,500.

Illinois Only that part of funds paid through university is eligible.

Indiana State law sets maximum of \$1,800 salary.

Minnesota Limit of \$100 per month for county workers.
County extension agents only part of salary paid by State warrant considered.

Ohio Total salary all sources to a maximum of \$3,000.

Arkansas County salary not considered because county has no provision for matching employee's contribution.

Georgia \$3,000 limit is for all groups.

North Carolina That part of salary coming from county does not come in under State system.

South Carolina Small county part (which exists only in a few counties) if county is not a member of the State system. Also Federal funds disbursed direct from Federal treasury to the individual.

Texas Maximum of \$3,600 per annum all sources considered for membership annuity purposes. Direct Federal salary not taken into consideration.

Virginia State law limits amount for retirement purposes to first \$2,000 of salary paid from State sources.

Idaho Maximum considered is \$3,000.

Montana Only maximum of \$2,000 applies.

Nevada State and county funds for county personnel are not paid through University of Nevada and therefore cannot be included in University Retirement System.

Utah \$2,500 maximum.

Of those States with optional retirement over one-third gave the age as 60 years for all groups. About one-fourth said 55 years. In two States the women State and county extension workers may retire at 50, but this is true for the men in only one State. In three States all groups may retire after 25 years of service regardless of age.

There is no salary deduction for retirement for either the State or county extension staff in three States. This is true in two States for State clerical workers and in 1 State for county clerical workers (table 24).

The deduction from the salary for retirement most frequently reported is 5 percent of the total salary. This is true for both State and county professional workers and for the clerical workers in the State Offices. In a number of other States 5 percent of a part of the salary is deducted. The exact amount of the salary was not always specified, but the amounts given range from \$1,200 for county extension agents and State clerical workers to \$3,600 for all personnel, both professional and clerical.

The percentages vary greatly in most of the other States, both in amount and in the accompanying provisions. Some deduct 4 percent or less on part or all of the salary, and a few base the amount on actual age starting with about 3 or 4 percent at age 20, and increasing to around 8 to 10 percent at age 59 or 69.

Employee deductions are matched for both State and county workers in 31 of the 38 States with a retirement plan, and in 1 additional State they are matched for State workers only.

The matching funds come from State sources in most cases -- all of them in 21 States, and a part of them in 10 additional States. All such funds come from Federal sources in 1 State and a part in 7 other States.

About two-thirds of the retirement systems now in effect would permit participation in both the Federal and State retirement plans.

Table 22. -- Reasons why some members of staff to whom retirement is available are not participating

Item	Number of States reporting
States in which some members of staff to whom retirement is available are not participating	18
Reasons for not participating:	
Age	1
New system, and not required of old employees	11
Academic rank	2
Other:	
Have other retirement or insurance	3
Younger employees not interested	2
Do not expect to remain permanently	2
Optional for short period	2
Plan not adequate	2

The amount of compensation received on retirement was very difficult to report because of the many provisions and conditions involved. Only 17 of the 33 States with a retirement system attempted to fill out this part of the questionnaire and for most of the 17 the data are incomplete. In at least a few States the data are not entirely comparable. The figures reported have been summarized in table 25 and the free answer notes covering special situations are given by States separately in table 26.

Table 23. -- Age for retirement

Item	State workers		County workers	
	Men	Women	Men	Women
	Number	Number	Number	Number
	of States	of States	of States	of States
	reporting	reporting	reporting	reporting
Compulsory retirement age:				
65 years	11	12	10	11
68 years	3	3	2	2
69 years	1	1	1	1
70 years	20	19	21	20
Optional retirement age (earliest age regardless of length of service, amount of retirement income, etc):				
50 years	1	2	1	2
55 years	7	6	7	6
60 years	10	10	10	10
65 years	2	2	2	2
Other:				
After 25 years of service age is not a factor	1	1	1	1
50 years or 25 years of service regardless of age	1	1	1	1
60 years or 25 years of service	1	1	1	1
35 years of State service and 20 years membership in retirement association - full benefits regardless of age	1	1	1	1

Table 24. -- Percentage of salary deduction for retirement

Number of States answering this question - 36.

Item	Professional workers: Clerical workers			
	State		County	
	Number		Number	
	of States:of States		of States:of States	
	reporting	reporting	reporting	reporting
Any reply	36	35	26	14
No salary deduction	3	3	2	1
Percentage of salary deduction:				
Percentage increases with age groups:				
2 percent, 20-39 years)				
4 percent, 40-49 years)				
5 percent, 50-69 years).....	1	1	--	--
Percentage based on actual age,				
increases each year:				
20-59 years:				
4.30 to 9.51 of total salary...	--	--	1	1
4.30 to 8.15 of total salary...	1	1	1	1
4.29 to 8.13 of total salary...	1	1	1	1
4.28 to 10.18 of total salary :	1	1	1	--
3.12 to 7.05 of total salary...	1	1	1	1
4.31 to 8.15 of \$3,000 maximum:	1	1	--	--
7.18 to 10.00 of \$2500 maximum:	1	1	1	1
Age not a factor in percentage				
of deduction:				
3 percent of total salary.....	--	--	1	--
3 $\frac{1}{2}$ percent of total salary....	1	1	1	--
3 $\frac{1}{2}$ percent of part of salary...	1	1	1	--
4 percent of total salary.....	5	4	4	3
4 percent of \$2,500 maximum....	1	1	--	--
4 percent of Federal and				
State funds	--	1	1	1
5 percent of total salary.....	9	7	5	2
5 percent of part of salary....	1	--	--	--
5 percent of \$3,600 maximum....	1	1	1	1
5 percent of \$3,000 maximum....	2	2	1	1
5 percent of \$2,000 maximum....	1	1	--	--
5 percent of \$1,800 maximum....	--	1	1	--
5 percent of \$1,200 maximum....	--	1	1	--
5 percent of Federal and				
State funds	--	1	--	--
5 percent of Federal funds....	1	1	--	--
5 percent of part salary or				
actuarial rate	1	1	1	--
10 percent of total salary.....	2	1	--	--

Table 26.--Notes covering special situations regarding amount of compensation on retirement

Number of States making any report on this part of questionnaire - 18.

Notes covering special situations:

Connecticut ...	Fifty percent of average salary for last 5 years of service after 25 years of service. Retirement compensation increase 2 percent each year after 25 years of service.
Maine	Trustee action may increase amounts reported in tabular information.
Massachusetts .	If a veteran can get a bonus up to \$300. Formula or 2 percent of gross salary figured at age 65 minus 3 percent per year for retiring under age 65.
New Jersey	Most professional staff members are in Federal retirement system. Compensation from State retirement system is based on 1/60 of 5-year basic salary for each year of service.
New York	1/70 times years of service times final average 5 consecutive years salary. Four options (option 1 most popular).
Rhode Island ..	Number years of service times 1 1/4 percent times average salary of last 10 years equals yearly compensation.
Vermont	<u>Entirely under Civil Service plan.</u>
Michigan	Optional after 25 years service any age by deducting percentage equal to number of years short of age 65. Minimum retirement \$40 per month, maximum \$1,500.
Minnesota	State professional staff governed by rank: Professors \$2,500; associates \$2,000; assistants \$1,500; instructors \$1,000.
Missouri	Not to exceed \$1,500 annually. May be less dependent upon annuities purchased by individual contributors before age 70.
Nebraska	Employee paid retirement on basis of annuity that could have been purchased by 8 percent of all salary received during entire period of employment. Must be 65 or disabled.
Ohio	Credit for service prior to January 1, 1935 is somewhat less than after that date.
Wisconsin	Annuity dependent upon deposits of both individual and State at time of retirement.
Arkansas	Retirement plan consists of purchase of regular annuity with Extension Service paying monthly premium up to 5 percent of employees monthly salary from Federal and State funds, provided employee at least matches such amount.
Idaho	Compensation is 1/70 of final 2-year average salary multiplied by number of years of service. Salaries in excess of \$3,000 will be considered as being \$3,000.
Montana	Designed to pay 50 percent of \$2,000 (maximum) for 35 years service, at 60 years of age. Less service is factored - i.e., 30 years service - 30/35 times 50 percent times \$2,000 - is approximate retirement.
New Mexico	60 percent of total salary up to \$1,800 per year for any worker.
Wyoming	After the age of 70 faculty members are retired at \$750 plus \$25 for each year of service over 18 years.

Employment

Authorities responsible for employing Extension personnel.

The State professional personnel is recommended by the head of the department and the director in 25 States, by the director alone in 16 States, by the head of the department alone in 1 State, and in the 6 remaining States by various combinations of persons, all of which include the director or associate director (table 27).

Table 27.—Persons who recommend State professional personnel

Item	Number of States reporting
Any reply to question	48
Person who recommends State professional personnel:	
Head of department and director only	25
Director only	16
Head of department only	1
Other:	
President and director	1
Dean of agriculture, dean of university, head of department, and director	1
Head of department, director, and State leaders of the three lines of work	1
Head of department, director, and assistant director	1
Director, district agent, and specialist	1
Associate director and State agent ...	1

In many instances more than one group has responsibility for employing county professional personnel. The State Extension staff was checked by far more States than all other groups or persons combined. This is true for nearly all of the different position groups of county extension workers (table 28 and figure 2). The county government body is the only other group that was checked frequently and it was checked a total of considerably less than half as many times as the State Extension staff. All 48 States checked the State Extension staff for one or more kinds of county extension agents, 22 States did so for county government body, and from 1 to 6 did so for other persons or groups. Some county responsibility was reported by 35 States for the employment of county agricultural agents and home demonstration agents. There is State responsibility in all States for these two types of agents. The responsibility between State and county authorities is divided in about the same proportions for the associate agents and assistant agents.

Responsibility for employing county clerical workers is that of the State Extension staff in 20 States, the county extension agents in 16 States, the county government body in 12 States, and others in from 1 to 4 States each. There is some county responsibility in a total of 33 States compared with some State responsibility in 20 States.

When the responsibility for employment of county personnel is that of the county authorities, the State office has the veto power in 22 States (table 29). Only one State reported that the State office has no veto power. Some of the States failed to answer this question. Kansas and Ohio reported "mutual agreement," neither "Yes" nor "No." The State offices in Iowa and Vermont have the veto power with reference to the county professional staff but not the clerical staff. Montana said the college has the veto power, but added that the selections are made by mutual agreement.

When the responsibility is that of the college, the county authorities have the veto power in 30 States. Seven States said the county has no veto power. A number of States did not reply to this question. Oregon reported no veto power in the counties, but added that the opinions of the county authorities are considered. In Nevada the county Farm Bureau has the veto power, they did not report "Yes" or "No." Arkansas and Wyoming have the veto power in the counties but it is not needed because the approval of county officials is obtained before appointments are recommended. Kansas and Ohio reported "mutual agreement" neither "Yes" nor "No." New Mexico did not answer "Yes" or "No" but said that all county agents are recommended by leaders and hired by the director with the approval of the county commissioners, president, and board.

Persons or groups who determine salary rates for Extension personnel.

In most States the extension director recommends the salaries of most of the State extension personnel. In some instances others also have a voice in the recommendations. The salaries of supervisors, specialists, and clerical workers are recommended by the directors in 48, 46, and 41 States respectively (table 30). The head of the department was checked by 16 States for specialists and by 10 States for clerical workers. Other individuals or groups were reported by from 1 to 5 States as recommending salaries for some State personnel.

Salary rates to be paid to the different kinds of white county extension agents are determined by the State extension staff in about as many instances as by all other groups combined (table 31 and figure 3). This is approximately true for each of the different position groups of agents. The other authorities mentioned frequently are Land-Grant College Board of Trustees, county sponsoring organization, and county government body. In many instances more than one authority was checked. Some State authority was checked by all 48 States for both the county agricultural agents and home demonstration agents compared with slightly less than half of the States that checked any local authority for these groups. Neither State nor local authorities were checked by that many States for any other group of agents.

In the case of Negro county extension agents there is considerably less local authority for determining what salary rates should be paid than

Table 28.—Responsibility for employing county personnel

Item	Group responsible for employing county personnel													
	County authorities							Other (all county)						
	State : extension : staff : Number	Head : of : department : Number	Government : School : board : Number	County : extension : agents : Number	County : farm and : home : bureau : Number	County : sponsoring : extension : (None rptd. Any : organiza- : committee : more than college : once) : Number	Other : county : Number	Any : county : Number	Any : county : Number	Any : county : Number	Any : county : Number	Any : county : Number	Any : county : Number	Any : county : Number
Any reply for all county workers	48	2	24	1	16	7	4	2	4	48	42			
Any reply for county professional workers	48	2	22	1	1	6	3	2	3	48	35			
Any reply for county clerical workers	20	1	12	—	16	4	3	1	4	20	33			
County personnel employed:														
County agricultural agent	48	2	22	—	—	6	3	2	3	48	35			
Associate agricultural agent	17	—	8	—	—	1	—	—	3	17	11			
Assistant agricultural agent	43	1	19	—	1	3	1	2	3	43	27			
Home demonstration agent	48	2	22	—	—	6	3	2	3	48	35			
Associate home demonstration agent	13	—	6	—	—	1	—	—	3	13	9			
Assistant home demonstration agent	30	1	15	—	1	2	1	1	3	30	21			
4-H Club agents:														
Men	19	2	3	1	—	5	2	2	3	19	15			
Women	13	1	3	1	—	4	1	1	3	13	12			
Associate 4-H Club agents	8	—	2	1	—	2	1	—	3	8	8			
Assistant 4-H Club agents	5	—	1	—	—	1	1	1	2	5	5			
Clerical Workers	20	1	12	—	16	4	3	1	4	20	33			

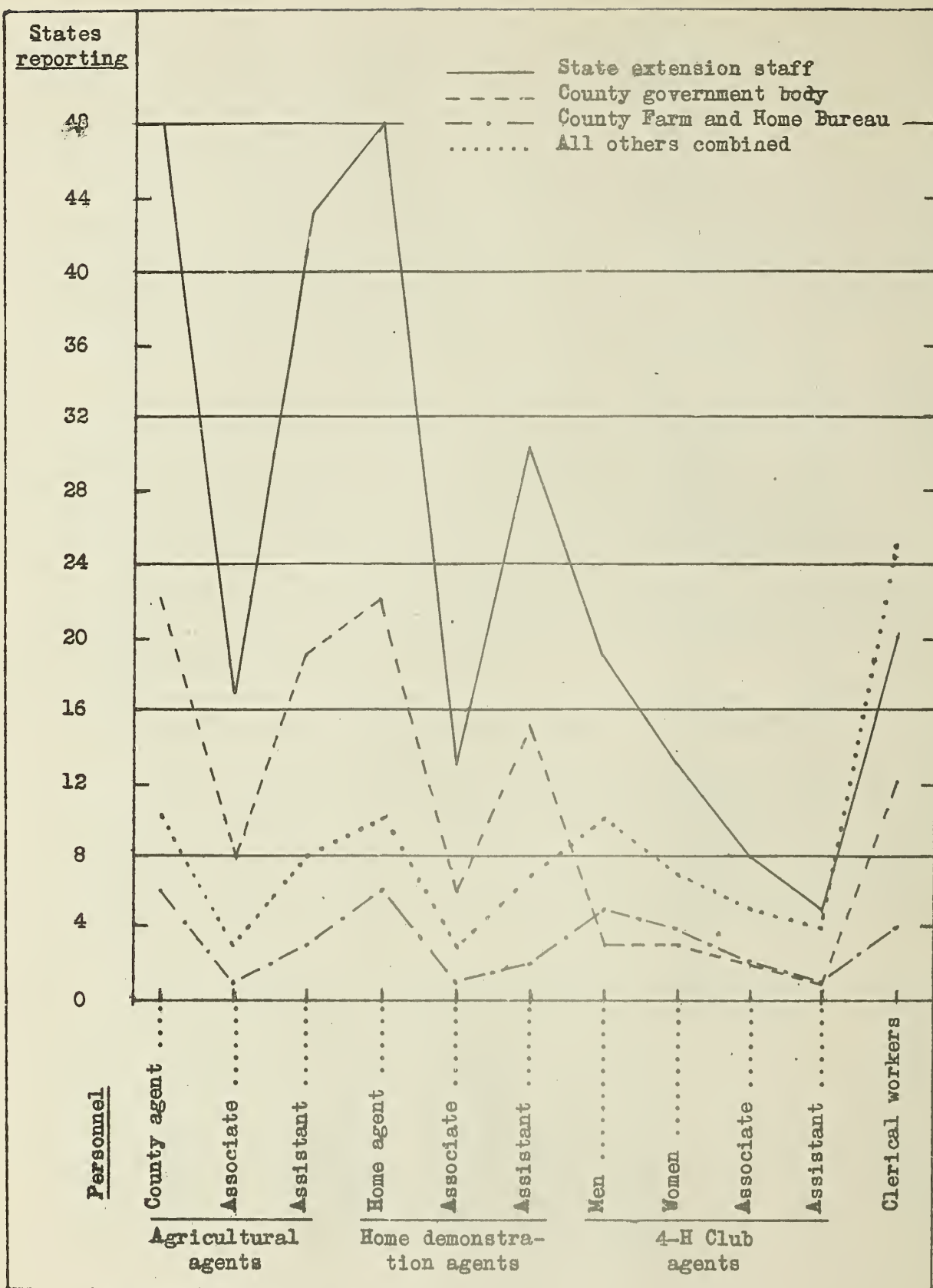


Figure 2.--Groups responsible for employing county personnel

Table 29.—Employment

Item	Number of States reporting	
	Yes	No
State office has veto power when responsibility for employment of county personnel is that of county authorities	22	1
County authorities have veto power when responsibility for employment of county personnel is that of college	30	7
Counties are classified according to extension potentialities	23	25
Salaries are varied accordingly	18	5
Factors other than personality and ability of worker that affect security of personnel:		
Periodic (annual or bi-annual) voting on funds, etc.	26	22
Periodic (annual or bi-annual) voting on retention or reestablishment of the extension office	7	41
Required maintenance of a membership in a farm organization	4	43
Other:		
Federal and State appropriations	3	--
Other factors mentioned once each	5	--
County experience is required before employment of:		
Specialists	4	44
Supervisors	36	11
There is a plan in the State for providing county experience for prospective technically trained specialists and supervisors not having county experience	12	36
Farm experience is required before employment of:		
County agricultural agents, associates, and assistants	41	7
Men 4-H Club agents, associates, & assistants	10	10
Farm background is required before employment of:		
Home demonstration agents, associates, and assistants	12	36
Women 4-H Club agents, associates, and assistants	2	13

Table 30.—Persons who recommend salaries of State extension personnel

Item	Persons who recommend salaries				Other
	Head	Director	Dean	of department	
	Number	Number	Number	Number	
	of States reporting	of States reporting	of States reporting	of States reporting	
Any reply	48	5	17	12	
Personnel for whom salaries are recommended:					
Supervisors	48	5	3	5	Associate director; State leaders; Advisory committee; President; Administrative staff.
				(1 each)	
Specialists	46	4	16	4	Associate director; Advisory committee; President; Administrative staff.
				(1 each)	
Clerical workers	41	3	10	11	Associate director; Executive secretary; Personnel bureau; Civil Service; Immediate superior; Secretary; Staff member concerned; State law; President; Specialists or respective users; Chief clerk.
				(1 each)	

was reported for white agents. The State authorities were checked approximately three times as frequently for Negro agents as were the local authorities.

In 23 States no local authorities have a part in the determination of salary rates for county professional workers as a whole.

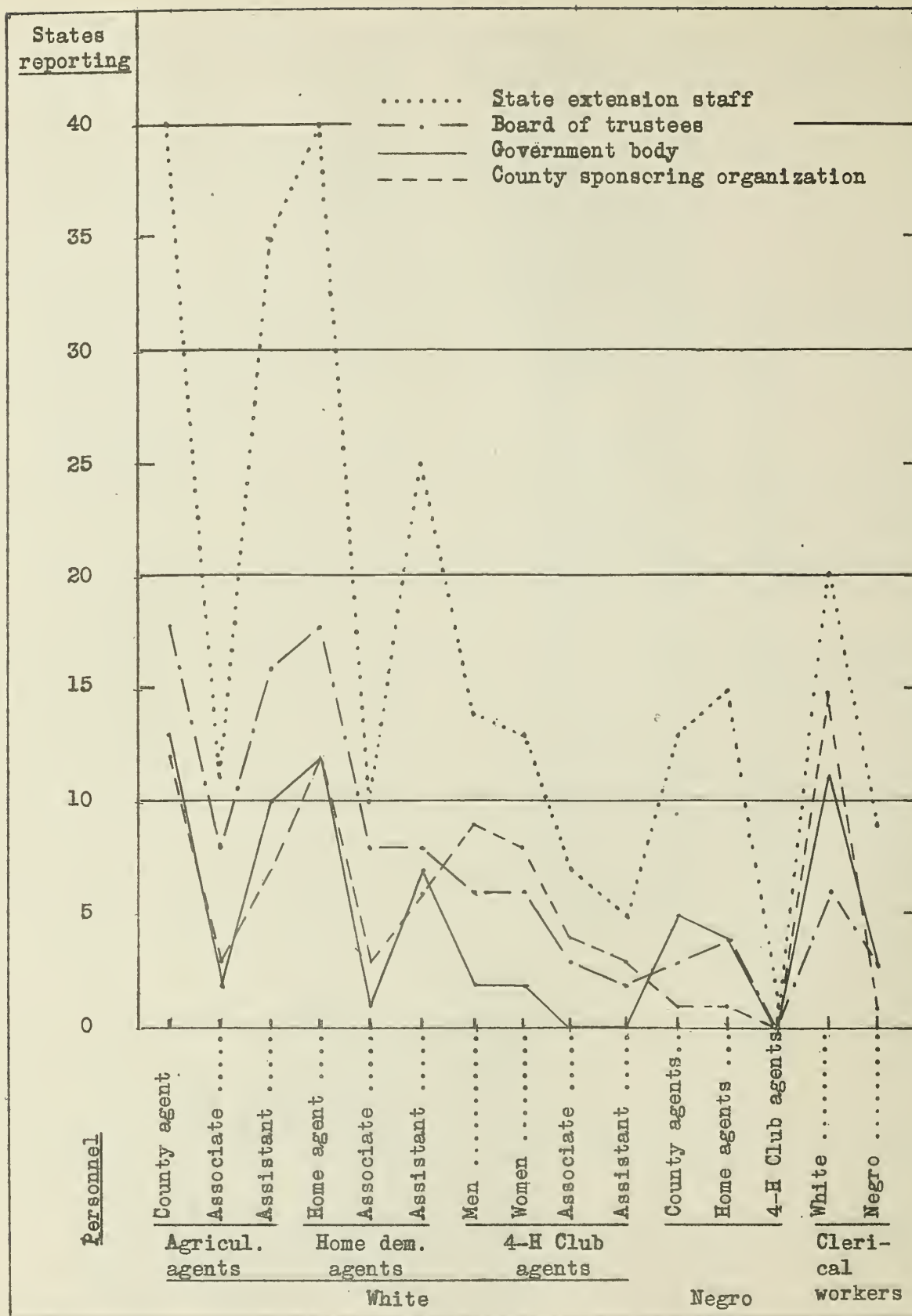


Figure 3.--Authorities who most frequently determine what salary rates should be paid to county workers

Salary rates for clerical workers are determined by county authorities about as frequently as by State authorities. However, the State extension staff was reported more frequently than any other single group. County extension agents were mentioned by only six States.

In addition to the report on the determination of salary rates included in the foregoing, a few States made additional comments. These are as follows:

Alabama Works in close cooperation with county governing bodies on county salaries.

New Mexico . Director recommends and president and board approves.

: Michigan ... Subject to review by board of agriculture.

: Missouri ... Board of curators approves.

: Arkansas ... Rates are recommended by Extension to board of trustees for approval which is normally given without question.

Sources of funds for county salaries.

The funds for the salaries of county professional workers almost always come from a combination of Federal, State, and local sources (table 32). The combination most frequently reported is "Varying amount of State and Federal funds plus local funds." This was checked almost as often as the other arrangements combined. Second in frequency is "Entirely State and Federal funds" and third, "Fixed amount of State and Federal plus local funds." Only three States checked "Entirely local funds" for any professional workers.

The funds for county clerical workers in at least some of the counties come from local funds entirely in slightly over half of the States, but otherwise the order of frequency with which the different combinations were mentioned is the same as for the professional workers.

Classification of counties according to Extension potentialities.

The counties are classified according to Extension potentialities in 23 States. More of these States are in the South and Middle West than in the East or far West (tables 33 and 34). The salaries of extension workers are varied accordingly in 18 of the 23 States. "Number of farms" was given as a basis for classification by all but one of the 23 States. Other bases reported by more than one-half of the States are: Size of county, diversification of agriculture, Extension program, rural population, farm income, and tax base. Cost of living and tax base each were reported by nearly one-half of the States. A few others were mentioned by one State each.

Table 32.—Sources from which salaries of county workers come

48 States replied to question

Item	Number of States reporting *				
	Entire-ly State and Federal funds	Fixed amount State and Federal plus local funds	Varying amount State and Federal plus local funds	Entire-ly local funds	Other - entire-ly State funds
Any report	25	12	30	26	1
County workers:					
White agents:					
County agricultural agents	15	7	28	—	—
Associate agricultural agents ..	6	1	7	1	—
Assistant agricultural agents ..	21	4	24	2	—
Home demonstration agents	16	8	25	—	—
Assoc. home demonstration agents	4	2	4	—	—
Asst. home demonstration agents:	12	5	18	1	—
4-H Club agents: Men	6	7	7	—	—
Women	3	7	4	—	—
Associate 4-H Club agents	2	4	3	—	—
Assistant 4-H Club agents	1	2	1	—	—
Negro agents:					
County agricultural agents	8	1	9	—	—
Home demonstration agents	9	1	10	—	—
4-H Club agents	1	—	—	—	—
Clerical workers:					
White	12	4	16	26	1
Negro	7	1	6	1	—

* In some States the salaries in a part of the counties are paid entirely from State and Federal funds or entirely from local funds, and the salaries in a part of the counties in the same States are paid from other sources. This explains what appears to be a duplication in some instances.

Other factors regarding employment.

Factors, other than personality and ability of the worker, that affect the security of personnel were not reported by many States. Periodic voting on funds was reported by slightly more than half of the States, periodic voting on retention or reestablishment of the extension office by 7, required maintenance of a membership in a farm organization by 4, Federal and State appropriations by 3, and a few others were mentioned by 1 each (table 29).

Table 33.--Classification of counties according to extension potentialities

Item	Number of States reporting
Counties are classified according to extension potentialities	23
Salaries are varied accordingly	18
The bases for classification are:	
Number of farms	22
Size of county	19
Extension program.	17
Diversification of agriculture	17
Rural population	17
Farm income	15
Tax base	13
Urban population	10
Cost of living	10
Other factors mentioned once each	5

Table 34.--States in which counties are classified according
to extension potentialities

Delaware	Indiana	Alabama	California
Maine	Iowa	Arkansas	Idaho
Maryland	Kansas	Florida	Washington
	Michigan	Georgia	Wyoming
	Nebraska	Kentucky	
	Wisconsin	Louisiana	
		Oklahoma	
		South Carolina	Total - 23
		Tennessee	
		Texas	

County experience for specialists prior to their employment is required in only four states, but for supervisors three-fourths of the States require it.

There is a plan in only one-fourth of the States for providing county experience for prospective technically trained specialists and supervisors not having county experience.

Farm experience is required before employment of county agricultural agents, associates, and assistants in all but seven of the States. Farm experience is required before employment of men 4-H Club agents, associates, and assistants in exactly one-half of the States reporting.

Farm background is required before employment of home demonstration agents, associates, and assistants in one-fourth of the States. For women 4-H Club agents, associates, and assistants it is required by only two States out of the 15 reporting.

The employment period for both State and county professional personnel is 1 year in about half of the States; in a little less than half of the States they are employed for an indefinite number of years, and in three they start out on a 1-year basis and follow with various provisions (table 35).

Table 35.—Period of time for which personnel is employed

Period of time	Number of States reporting	
	State	County
Period of time for which personnel is employed:		
Any reply	48	47
1 year	25	25
Indefinite number of years	20	20
Indefinite after first year	1	1
1 year, a definite period of years (3 for State workers, 2 and 3 for county workers), and indefinite number of years (Wisconsin)	1	1
Indefinite number of years after a certain rank and tenure has been attained, but 1 year at start (Missouri)	1	—

The question regarding the number of times county personnel is helped to obtain employment in another county after failure to retain local support in a county was answered by 41 States (table 36). Of the 41 who answered, 34 give help and 7 do not. This makes about 5 out of 6 who give help. Of the 34 who give help, 9, or about one-fourth, said there is no definite number of times such help is given -- it varies or depends on circumstances; 7 help once only; 6 help twice; 4 help three times; and the remaining 8 States vary it from 0 to 2, 1 to 2, 1 to 3, or 2 to 3 times.

Table 36.—Reemployment of county personnel after failure to retain local support

Item	Number of States reporting
Any reply to question	41
Number of times county personnel is helped to obtain employment in another county in the event of failure to retain local support in a county:	
1	7
2	6
3	4
0 - 2	1
1 - 2	1
1 - 3	4
2 - 3	2
Not definite, varies, depends on circumstances:	9
Any help given	34
No help given	7

County Clerical Help

More States pay the county clerical workers from Local tax funds than from any other single source, State and Federal funds is second, and Local sponsoring organization funds third. This same pattern is followed consistently for each of the different position groups of agents (table 37). Local sources were checked more than twice as frequently as were State and Federal funds. Only three States reported combinations of sources other than these. The other sources, each reported once only, are: Federal and local tax funds, County and other appropriations, and State and county.

Table 37. -- Sources from which county clerical workers are paid

Number of States replying to question - 48

Item	Sources from which county clerical workers are paid			
	State and Federal funds	Local tax funds	Local sponsoring organization funds	Other (none reported more than once)
	Number of States reporting	Number of States reporting	Number of States reporting	Number of States reporting
Any reply	28	38	14	3
Clerical help for:				
County agricultural agents.....	26	38	14	3
Associate agricultural agents..	4	10	3	2
Assistant agricultural agents..	23	31	9	3
County home demonstration agents	25	38	14	3
Associate home demonstration agents	5	8	2	2
Assistant home demonstration agents	17	21	7	2
4-H Club agents: Men.....	8	15	8	1
Women.....	5	9	6	1
Associate 4-H Club agents.....	3	5	2	1
Assistant 4-H Club agents.....	2	2	1	1

County clerical workers are usually selected by the county extension agents. However, in five States they have no voice in the selection (table 38). In some States where they do take part, other groups also assist. Local sponsoring organization was checked by almost one-fourth of the States, but the others by only from three to five.

Table 38.--Persons or groups who select clerical help for county personnel

Number of States replying to question - 48

Item	Persons or groups who select clerical help				
	: State	: State	: County	: County	: Local
	: staff	: civil	: County	: offi-	: sponsor-
	: member	: service	: agents	: cials	: ing org-
	: Number	: Number	: Number	: Number	: Number
	: of States	: of States	: of States	: of States	: of States
	: reporting	: reporting	: reporting	: reporting	: reporting
Any reply	5	3	43	5	11
Clerical help for:					
County agricultural agents	5	3	43	5	11
Associate agricultural agents	1	2	8	2	3
Assistant agricultural agents	5	3	32	4	6
County home demonstration agents ...	5	3	43	5	11
Associate home demonstration agents...	2	2	7	--	2
Assistant home demonstration agents...	4	3	28	3	9
4-H Club agents:					
Men.....	1	1	11	--	5
Women.....	1	1	6	--	4
Associate 4-H Club agents	1	1	4	--	2
Assistant 4-H Club agents	--	--	2	--	1

The number of clerical workers is adequate in all counties in only 4 States. In about half of the States the number of clerical workers is adequate in from 75 percent to 95 percent of the counties (table 39). Eight States said the number is adequate in one-half or less of the counties. On the average, for the 42 States reporting, the number of clerical workers is adequate in 71 percent of the counties.

County clerical personnel is given special training in 38 States. Almost all of these States provide this training through visits from supervisors, two-thirds give it in district conferences, and a smaller number hold special conferences at the State office, and a few give them an orientation period in another county office. In nearly three-fourths of the States the county professional workers are given some training to help them train county clerical workers in Extension policies and procedures.

Table 39. -- Clerical help

Item	Number of States reporting	
	Yes	No
There is a uniform filing system established in the county offices	23	25
Training is given county professional workers to help them train county clerical workers in extension policies and procedures	34	14
County clerical personnel is given special training	38	10
	Number of States reporting	
Ways in which county clerical personnel is given special training:		
Any reply to question	37	
In visits from supervisors	35	
In district conferences	24	
Special conferences at State office	10	
Orientation period in another county office	6	
Percentage of counties in the State in which the number of clerical workers is adequate:		
100	4	
95	2	
90	6	
85	1	
80	4	
75	10	
70	2	
67	1	
65	2	
60	1	
51	1	
50	2	
45	1	
40	1	
25	1	
20	2	
15	1	
Average for all States reporting....	71 percent:	

A uniform filing system has been established in the county offices in about one-half of the States. Ohio said they have such a system, but in only about half of the counties. Indiana reported that they have a uniform system but make some variations in it.

County Office Space, Equipment, and Supplies

In about one-half of the States three-fourths of the county offices are considered to be satisfactory, and in approximately one-third of them one-half are so considered. Only two States reported all county offices satisfactory, and five said that only 25 percent or less are satisfactory (table 40).

Table 40. -- County office space, equipment and supplies

Item	Approximate percentage of counties in State				
	100	75	50	25	Less than 25
	Number	Number	Number	Number	Number
	of States	of States	of States	of States	of States
	reporting	reporting	reporting	reporting	reporting
County offices:					
Are satisfactory	2	23	17	4	1
Are permanent	15	27	2	2	1
Have a private office					
for each worker	--	5	10	10	22
Have secretary's office					
separate from agent's					
office	3	12	13	8	9
Have adequate storeroom	1	13	12	6	15
Have conference room ...	3	1	9	7	27
Have auditorium for					
large groups	--	2	1	4	38
Have auditorium avail-					
able for large groups	25	7	5	2	7
Have kitchen or lab-					
oratory space for					
demonstration pur-					
poses	--	--	3	8	35
Have adequate supplies					
and equipment	9	15	20	2	1
County staffs are housed					
in same building	33	6	2	--	1

Extension offices are permanent in the majority of counties. All of them are permanent in almost one-third of the States, and in over half, three-fourths are permanent. In only five States are one-half or less of the offices permanent.

There is not a private office for each extension worker in the majority of counties. In nearly half of the States, less than 25 percent of the counties provide a private office for each worker. In 10 States one-quarter of the counties have private offices and in 10 more one-half do so.

The secretary's office is separate from the agent's office in from about one-half to three-fourths of the counties in a little over half of the States. In over one-third of the States 25 percent or less are separate. In only three States are all of them separate.

About half of the States have adequate storerooms in from one-half to three-fourths of the county offices. Nearly one-third of the States have adequate storerooms in less than one-fourth of the counties.

Most of the county offices do not have conference rooms. In over one-half of the States less than one-fourth of the offices have conference rooms and in one-third, from 25 to 50 percent have them. All county offices have conference rooms in only three States.

County offices with auditoriums for large groups were not reported very frequently. Thirty-eight States said that less than one-fourth of the counties have them. In 7 States, from 25 to 75 percent have them.

Auditoriums for large groups are available for use for extension activities in all counties in over half of the States and in one-fourth more they are available in 50 or 75 percent of the counties.

A kitchen or laboratory space for demonstration purposes is not usually found in county extension offices. In 35 States less than one-fourth of the counties are so equipped. In only 3 States do as many as one-half of the counties have such space.

Supplies and equipment are adequate in all counties in 9 States. In 35 States they are adequate in one-half or three-fourths of the counties. Three States said they are adequate in as few as one-fourth or less of the counties.

The county staffs are usually housed in the same building -- 38 States so reported for all counties. In 8 additional States, from one-half to three-fourths are in the same building. Alabama, Arkansas, Louisiana, and North Carolina reported 100 percent in the same building, but added that offices for Negro workers are separate.

Approximately 5 out of 10 of the county extension offices are located in courthouses, a little over 2 out of 10 are in post offices, less than 2 out of 10 in rented buildings, and less than 1 out of 10 in agricultural buildings or farm organization buildings. A great variety of percentage distributions were reported by the States. These were summarized in groups of 10 to facilitate presentation (table 41).

Some county extension offices are located in post offices in all but 2 States, in courthouses in all but 4, and in rented buildings in all but 6. Agricultural buildings were reported by 20 States and Farm organization buildings by 7.

Local governing boards provide funds for office space, equipment, or supplies in all but 5 States. Federal funds are contributed in 32 States, State funds in 20, and funds from farm organizations and local civic groups in less than one-fourth of the States each (table 42). The order varies a little for the different classes of items considered, but many more States get funds from local governing boards for each of the items than get them from any of the other sources. More States get Federal funds than get State funds for office space and equipment, but the opposite is true for office supplies and demonstration equipment and supplies.

Table 41. -- Location of county offices

Number of States that reported on question - 47

Item	Location of county offices					
	Post offices	Court houses	Rented buildings	Agricultural buildings	Farm organization (reported once or twice or not specified)	Other (reported once or twice or not specified)
	Number of States reporting	Number of States reporting	Number of States reporting	Number of States reporting	Number of States reporting	Number of States reporting
Any reply.....	46	44	42	20	7	21
States reporting the following percentages:						
1 to 9	5	3	11	11	5	16
10 to 19	18	2	18	3	1	2
20 to 29	16	4	7	3	--	2
30 to 39	3	4	2	1	--	1
40 to 49	--	2	--	1	--	--
50 to 59	1	7	2	1	--	--
60 to 69	3	11	1	--	--	--
70 to 79	--	3	1	--	1	--
80 to 90 (None over 90)	--	8	--	--	--	--
Average percentage of the 47 States reporting	22	50	17	6	2	3

The allotment for franked mail is adequate in 26 States. Twenty said it is not adequate and 2 did not reply (table 43). Montana said the allotment is adequate because of reduced personnel during the war. South Carolina said the allotment is not adequate and that the agents are discouraged from adequate use.

Table 42. -- Funds from which office space, equipment,
and supplies are provided

Item	Funds from which space, equipment, and supplies are provided						
	Federal	State	Local govern- ing boards	Farm organi- zations	Local civic group	Other (None men- tion- ed more than once or twice) or not speci- fied	
Number of States reporting any	32	20	43	11	7	11	
Number of States reporting:							
Office space.....	27	4	42	8	5	6	
Office equipment.....	24	15	40	9	2	3	
Office supplies	14	17	32	7	-	3	
Demonstration equipment	8	13	40	10	2	8	
Demonstration supplies..	5	12	38	8	-	8	

Table 43. -- Adequacy of allotment for franked mail

State	Allotment for franked mail is adequate		
	Yes	No	No report
Connecticut	x		
Delaware		x	
Maine		x	
Maryland	x		
Massachusetts		x	
New Hampshire		x	
New Jersey	x		
New York		x	
Pennsylvania	x		
Rhode Island	x		
Vermont	x		
West Virginia	x		
Illinois		x	
Indiana	x		
Iowa		x	
Kansas	x		
Michigan		x	
Minnesota		x	
Missouri		x	
Nebraska		x	
North Dakota		x	
Ohio		x	
South Dakota	x		
Wisconsin		x	
Alabama	x		
Arkansas	x		
Florida	x		
Georgia	x		
Kentucky	x		
Louisiana		x	
Mississippi	x		
North Carolina		x	
Oklahoma		x	
South Carolina		x	
Tennessee	x		
Texas		x	
Virginia	x		
Arizona	x		
California			x
Colorado	x		
Idaho	x		
Montana	x		
Nevada	x		
New Mexico	x		
Oregon			x
Utah		x	
Washington	x		
Wyoming	x		
Total	26	20	2

Public Relationships

On the whole the Extension Service on both the State and county levels has satisfactory relationships with other agencies. There are three agencies with which there is little opportunity for relationships in many of the States and it was frequently reported that the question did not apply in connection with them. These agencies are Grazing Service of Interior, Reclamation Service, and Labor organizations (table 44).

On the State level only 3 States named any organization with which relationships are not satisfactory. Two named the Soil Conservation Service, 2 Vocational Agriculture, and 1 Farm Security Administration. In the case of most of the agencies there were a number of States that left this part of the question blank, and the situation in those instances is therefore not known. The agencies left blank most often are the three with which Extension has little or no opportunity for relationships in many States. Favorable relationships with the other agencies were reported by a range of from 38 to 48 States.

On the county level the pattern of replies follows very closely that of the State level. Only two States reported unsatisfactory relationships with any organization. These organizations and the number of States reporting them are the same as on the State level except that no State reported unfavorable relationships with Vocational Agriculture on the county level.

In most of the States there is opportunity for county extension workers to plan cooperatively with most of the agencies. As was pointed out earlier, extension workers in a relatively small number of States have opportunity to plan cooperatively with three of the organizations. However, in the case of the 20 other agencies listed on the questionnaire, county extension workers in a range of from 30 to 44 States do have this opportunity.

The standing of both State and county extension workers is generally satisfactory among educators, government workers, business people, and rural people in practically all States (table 45). There was no case of unsatisfactory standing reported but only 47 States replied in three instances.

The relationships of both State and county extension workers are generally satisfactory with the press and radio stations in practically all States. Only one State reported relationships with the press unsatisfactory on the State level and only one said relationships are not satisfactory on the county level with radio stations.

Farm organizations sponsor county extension work in 16 States. A list of these is shown in table 46. Only 2 of the States reported that there is any outstanding friction from other groups in State and county because of farm organization sponsorship of extension work (table 45).

Agents are encouraged to belong to service clubs in most of the States - 41 said "Yes," 3 said "No," and 4 did not report.

Table 44. -- Relationships with other agencies

Groups	Relationships with other agencies												Number of States in which county workers have opportunity to plan co-operatively whether report is satisfactory or not			
	State level				County level											
	Satisfactory		Does not		No reply	Satisfactory		Does not		No reply	Satisfactory			No reply		
	Yes	No	Number	States		Yes	No	Number	States		Yes	No			Number	States
	Number	of	Number	of	Number	of	Number	of	Number	of	Number	of	Number	of	Number	of
	reporting	reporting	reporting	reporting	reporting	reporting	reporting	reporting	reporting	reporting	reporting	reporting	reporting	reporting	reporting	reporting
Soil Conservation Service	40	2	--	--	6	37	2	--	--	9	41					
Farm Security Administration	45	1	--	--	2	44	1	--	--	3	34					
Farm Credit Administration	48	--	--	--	--	45	--	--	--	3	36					
Agricultural Adjustment Administration	46	--	--	--	2	43	--	--	--	5	39					
Rural Electrification Administration	41	--	2	--	5	40	--	--	--	7	35					
Vocational Agriculture	43	2	--	--	3	42	--	--	--	6	34					
Forest Service	42	--	--	--	6	39	--	--	--	9	31					
State Department of Agriculture	46	--	1	--	1	36	--	--	--	10	30					
Grazing Service of Interior	11	--	24	--	13	11	--	--	--	13	9					
Reclamation Service	13	--	22	--	13	12	--	--	--	14	11					
County governing board	40	--	2	--	6	44	--	--	--	4	34					
Civic clubs	45	--	--	--	3	44	--	--	--	4	37					
Farm organizations	44	--	--	--	4	43	--	--	--	5	44					
Labor organizations	15	--	16	--	17	11	--	--	--	20	8					
School superintendent and boards	38	--	2	--	8	44	--	--	--	4	31					
Chamber of Commerce	43	--	--	--	5	44	--	--	--	4	34					
Parent Teacher Association	41	--	--	--	7	42	--	--	--	6	33					
Women's Clubs	44	--	--	--	4	43	--	--	--	5	33					
Bankers	46	--	--	--	2	44	--	--	--	4	39					
Health units	44	--	--	--	4	41	--	--	--	7	32					
Youth organizations	45	--	2	--	1	44	--	--	--	2	31					
Business organizations	45	--	--	--	3	43	--	--	--	4	31					
Veterans Administration	47	--	--	--	1	41	--	--	--	7	31					
Any reply	48	3	24	48	48	47	2	24	48	48	46					

Table 45. -- Public relationships

Item	State workers		County workers	
	Number of States reporting		Number of States reporting	
	Yes	No	Yes	No
The standing of extension workers is generally satisfactory among:				
Educators	47	--	48	--
Government workers	48	--	48	--
Business people	47	--	47	--
Rural people	48	--	48	--
Relationships with the press are generally satisfactory	47	1	48	--
Relationships with radio stations are generally satisfactory	48	--	47	1
	State program		County program	
	Number of States reporting		Number of States reporting	
	Yes	No	Yes	No
Have a plan for periodically acquainting public officials with the extension program:				
Legislators, Federal and State	39	8	26	20
County officials	27	19	42	5
Governing board of college	46	2	29	16
			Number of States reporting	
			Yes	No
Farm organizations sponsor county extension work			16	32
There is outstanding friction from other groups in State and county because of farm organization sponsorship of extension work			2	14
Agents are encouraged to belong to service clubs			41	3
County workers make reports to these cooperating bodies:				
Local governing boards			41	7
Farm organizations			13	31
Women's organizations			8	35
County school boards			5	37

County workers make reports to Local governing boards in 41 States, to Farm organizations in about one-fourth, and to Women's organizations and County school boards in less than one-fourth each.

There is a plan in a large number of States for periodically acquainting the various groups of public officials with the extension program. For the State program the officials and the number of States reporting a plan are: Governing board of college, 46; Federal and State legislators, 39; and county officials, 27. For the county program the following was reported: County officials, 42; Governing board of college, 29; and Federal and State legislators, 26.

Table 46. -- States in which farm organizations sponsor county extension work

Connecticut	Illinois	Arizona
Maine	Indiana	Nevada
Maryland	Iowa	New Mexico
New Hampshire	Kansas	
New Jersey	Minnesota	
Vermont	Missouri	
West Virginia		Total - 16

Administrative Policies Affecting Working Conditions

There are job descriptions for all of the various professional or clerical extension positions on either the State or county staffs in 21 States (table 47). Fifteen States have them for State professional workers, 15 for county professional workers, 16 for State clerical workers, and 8 for county clerical workers. Eight States have them for all 4 of these classifications.

Slightly over one-half of the States have an organization chart showing the relationship between workers (table 48).

The job descriptions and/or organization chart are available to all employees in 20 States.

A definite method is used to acquaint all workers concerning State and national extension policies affecting them in all States but one.

There is a systematic plan for letting workers know how they are getting along on their jobs in a little less than one-third of the States.

An administrative head of the county office has been designated in somewhat over half of the States. One of these, Rhode Island, added the explanation that one person acts as office manager, but does not have other administrative authority. A list of the States is given in table 49.

Women workers can retain their jobs after marriage in 38 States. Three additional States reported that they were being permitted to do so as a war measure, and in one other State the Negro women only may retain their jobs after marriage.

Specialists are responsible to department heads for subject matter in 40 States, for the program of work in 11, and for their itinerary in 3.

A number of individuals and groups usually have a part in developing county budgets (table 50). They are developed at the State level by the director and supervisor alone in 5 States, and in 30 additional States by these two extension workers in combination with others. All agents and local sponsoring body develop the county budget alone in 5 States, and in 18 additional they do so in cooperation with others. Other groups, each of which were reported by about one-fourth of the States are the county agricultural agent in cooperation with others; all of the agents in the county in cooperation with others; and the agricultural agent and local sponsoring body in cooperation with others.

In general the specialists and supervisors are expected to spend about one-half to 60 percent or a little more of their time in the field (table 51). Only a few States specified amounts less than one-half for either group.

Table 47. -- States that have job descriptions for all the various extension positions

Item	State workers		County workers	
	Number of States		Number of States	
	reporting		reporting	
	Yes	No	Yes	No
Job description reported for all the various extension positions:				
Professional	15	33	15	33
Clerical	16	32	8	40
Either professional or clerical	20	37	15	40
	Professional workers		Clerical workers	
	State	County	State	County
States that have job descriptions for all the various extension positions:				
Connecticut			x	
Maryland			x	
Massachusetts	x	x	x	x
New Hampshire	x	x		
New York	x		x	
Illinois			x	
Indiana	x	x	x	
Iowa	x	x	x	x
Minnesota	x	x	x	
Nebraska		x		
South Dakota	x	x	x	x
Wisconsin			x	
Arkansas	x	x	x	x
Louisiana	x	x	x	x
North Carolina	x	x		
Oklahoma	x	x	x	x
Virginia	x	x	x	x
Arizona	x	x		
California			x	
New Mexico	x	x	x	x
Washington	x	x		
Total - 21	15	15	16	8

Table 48. -- Administrative policies affecting working conditions

Item	Number of States reporting	
	Yes	No
Have job descriptions for any extension position...	21	27
Have organization chart showing relationship between workers	26	22
The descriptions and/or chart are available to all employees	20	9
A definite method is used to acquaint all workers concerning State and national extension policies affecting them	47	1
There is a systematic plan for letting workers know how they are getting along on their jobs...	15	32
An administrative head of the county office has been designated	27	21
Women workers can retain jobs after marriage	38	6
Women workers can retain jobs after marriage as war measure	3	--
Women workers can retain jobs after marriage, Negro women only	1	--
Specialists are responsible to department heads for:		
Subject matter	40	8
Program of work	11	37
Itinerary	3	45

Table 49. -- States in which an administrative head of the county office has been designated

Connecticut	Indiana	Alabama	Arizona
Delaware	Iowa		California
Massachusetts	Kansas		Colorado
New Hampshire	Michigan		Idaho
New Jersey	Minnesota		Nevada
New York	Missouri		New Mexico
Rhode Island	Nebraska		Utah
	North Dakota		Washington
	Ohio		
	South Dakota		
	Wisconsin		Total - 27

Table 50. -- How county budgets are developed

Item	Number of States reporting
Any reply to question	46
County budgets are developed:	
At State level by director and supervisor	
alone or with others	35
By county agricultural agent with others	14
By all agents in county with others	12
By agricultural agent and local sponsoring body with others	12
By all agents and local sponsoring body alone or with others	23
Other:	
County Council (County appropriating body).....	1
County Extension Organization Board; District extension supervisor and county agent	1
State agents assist	1
Supervisors participate at county level	1
Working with county governing boards	1
Local governing boards	1
Assistant State leaders assist	1
District agents and county governing bodies	1
Reviewed by county agents and supervisors	1
County legislative delegation	1
District agents and local governing body	1
By supervisor working with local governing body	1
County agricultural advisory committee (a few) :	1
Agents, administrative staff, and county governing body	1
In cooperation with county farm bureaus	1

Table 51. -- Percentage of time specialists and supervisors are expected to spend in field

Item	Specialists	Supervisors
	Number	Number
	of States	of States
	reporting	reporting
Percentage of time expected to be spent in field:		
30 percent	1	-
35 percent	1	1
40 percent	1	2
45 percent	1	1
50 percent	14	18
55 percent	1	1
60 percent	10	9
65 percent	6	5
66 percent	1	-
70 percent	-	2
75 percent	1	-
25 - 50 percent	-	1
30 - 60 percent	1	-
35 - 65 percent	1	-
50 - 60 percent	2	1
50 - 70 percent	1	1
Not definite	4	4

Health and Insurance

The Federal Workman's Compensation Act of 1916 does not adequately protect extension workers according to nearly two out of three States reporting (table 53). The reasons given most frequently are that the full amount of the salary is not covered, the workers are not covered except when on duty, and that illness due to causes other than injury are not covered (table 52). Only 19 States have a policy to supplement the Federal compensation, and in one of these it is for State workers only.

About half of the States have a group life insurance plan for extension workers. In 3 of them it is for the State workers only, and in 1 it is for men only (table 53). The plan is compulsory in 15 States. It is partly subsidized in 5 States and completely so in 1.

A group health insurance plan for extension workers was reported by only 7 States. It is not compulsory in any State. It is partly subsidized in 1 State.

There is a group hospitalization insurance plan for extension workers in 30 States. It is compulsory in 2 and partly subsidized in 4.

Periodic physical examinations are provided by only four States. They are compulsory in two States for both State and county workers and optional in one for State workers. One State did not answer this part of the question for either the State or county workers and one did not reply for the county workers.

A list of the States that have these various health and insurance provisions is given in table 54.

Table 52.--Reasons why Federal Workman's Compensation Act of 1916 does not adequately protect extension workers

Item	: Number of States : reporting
Reasons why Federal Workman's Compensation Act of 1916 does not adequately protect extension workers:	:
Does not cover full amount of salary.....:	11
Not sufficient compensation.....:	2
Does not cover workers in full.....:	6
Does not cover workers except hours on duty.....:	5
Does not cover workers in full while on duty.....:	1
Should cover health as well as injuries.....:	3
Too difficult to collect.....:	3
Almost never used.....:	1

Table 53.--Health and insurance

Item	Number of States reporting	
	Yes	No
Federal Workman's Compensation Act of 1916 adequately protects extension workers	13	30
Have a policy to supplement Federal compensation.....	19	27
Have a group life insurance plan for extension workers.....	21	21
Have a group life insurance plan for State extension workers only.....	3	--
Have a group life insurance plan for men only.....	1	--
It is compulsory.....	15	10
It is subsidized: Partly.....	5	18
Completely.....	1	18
Have a group health insurance plan for extension workers.....	7	39
It is compulsory.....	--	7
It is subsidized: Partly.....	1	6
Completely.....	--	6
Have a group hospitalization insurance plan for extension workers.....	30	17
It is compulsory.....	2	28
It is subsidized: Partly.....	4	25
Completely.....	--	25
State provides periodic physical examinations.....	4	43
The examinations are compulsory:		
State workers.....	2	--
County workers.....	2	--
The examinations are optional:		
State workers.....	1	--
County workers.....	--	--

Table 54.--States that have the various health and insurance provisions

States that have the following health and insurance provisions for extension workers						
States	Policy to supplement Federal compensation	Group life insurance	Group health insurance	Group hospitalization	Periodic physical examinations	
Connecticut....	x			x	x	
Delaware.....	x	x	x	x		
Maine.....	x			x		
Maryland.....				x		
Massachusetts..						
New Hampshire..			x	x		
New Jersey.....		x				
New York.....	x	x		x		
Pennsylvania...	x	x		x		
Rhode Island...	x			x		
Vermont.....	x					
West Virginia..	x	x		x		
Illinois.....	x			x	x	
Indiana.....	x	x		x		
Iowa.....		x		x		
Kansas.....		x	x	x		
Michigan.....		x		x		
Minnesota.....		x			x	
Missouri.....	x					
Nebraska.....		x				
North Dakota...						
Ohio.....	x	x				
South Dakota...						
Wisconsin.....	x	x		x		
Alabama.....		x		x		
Arkansas.....		x				
Florida.....					x	
Georgia.....				x		
Kentucky.....		x		x		
Louisiana.....	x	x		x		
Mississippi....		x	x	x		
North Carolina:						
Oklahoma.....		x	x	x		
South Carolina:		x				
Tennessee.....		x	x	x		
Texas.....		x		x		
Virginia.....	x			x		
Arizona.....		x	x	x		
California.....						
Colorado.....		x		x		
Idaho.....	x					
Montana.....						
Nevada.....	x			x		
New Mexico.....	x	x		x		
Oregon.....				x		
Utah.....	x					
Washington.....						
Wyoming.....				x		
Total.....	19	25	7	30	4	

Leave

Annual leave.

The length of annual leave is 26 or 30 days for both the State and county professional staff members in most of the States. It is more often 30 days than 26 days (table 55). Less time is granted to both the State and county workers in about one-sixth of the States.

Table 55.--Length of annual leave

Item	Professional staff		Clerical staff	
	State	County	State	County
	Number	Number	Number	Number
	of States reporting	of States reporting	of States reporting	of States reporting
Any reply.....	48	47	46	44
Days of annual leave granted:				
12.....	2	3	9	7
13.....	-	-	2	2
14.....	-	-	4	5
15.....	3	4	14	14
21.....	-	-	2	1
24.....	2	1	-	-
26.....	18	16	4	4
30.....	20	19	7	4
31.....	1	1	-	-
7 to 21.....	-	-	1	-
12 to 14.....	-	-	-	1
14 to 26.....	-	1	-	-
15 to 31.....	-	-	1	-
Not definite.....	-	-	-	2
Varies.....	2	2	2	4

Clerical workers get less annual leave than do the professional workers. Nearly one-third of the States give 15 days, about the same number allow varying amounts less than 15 days, and slightly fewer States allow more than 15 days. The leave for both the State and county clerical workers follows about the same pattern.

A few of the States did not reply to some of the questions on annual leave and in those cases it is not known whether or not they grant such leave. One State did not report leave for the county professional staff, two failed to do so for the State clerical workers, and four for county clerical workers.

The length of leave period is determined by the length of service in 15 States for both the State and county professional staffs. This is also true in almost as many States for the clerical workers (table 56). Often the length of service affecting the leave is only the first 6 months or year. The provisions are too varied to permit of summarization. They are given in detail in tables 57 and 58.

Annual leave for the professional staff is accumulative in only a few States -- about 1 out of 8 (table 56). State clerical workers may accumulate leave in 10 States, but in the counties only 7 States permit this. The amount of leave that may be accumulated most frequently reported is 30 days. This is true for all groups. Eighteen, 52, 60, and 90 days were also reported. One State varies it with length of service.

No State reported any requirement as to the minimum number of leave days that must be taken at one time although a few failed to answer the question.

Table 56.--Annual leave

Item	Professional staff		Clerical staff	
	State	County	State	County
	Number	Number	Number	Number
	of States	of States	of States	of States
	reporting	reporting	reporting	reporting
Length of leave period is	:	:	:	:
determined by length of	:	:	:	:
service: Yes.....	15	15	14	12
No	32	31	31	28
Annual leave is accumulative:	:	:	:	:
Yes	7	6	10	7
No	41	41	36	35
Limit number of days of	:	:	:	:
annual leave that may be	:	:	:	:
accumulated:	:	:	:	:
18 days	-	-	1	-
30 days	2	2	4	3
52 days	2	1	1	1
60 days	-	-	1	1
90 days	1	1	1	1
Varies with length of	:	:	:	:
service.....	1	1	1	1
There is a requirement as to	:	:	:	:
the number of leave days	:	:	:	:
that must be taken at one	:	:	:	:
time: Yes.....	--	--	--	--
No	48	47	46	42

Table 57.--Provisions where length of annual leave is determined
by length of service - professional staff

Item	Number of States reporting
Any reply to question	13
Where length of leave period is determined by length of service the provisions are as follows:	
10 days for first 5 years; 15 days for second 5 years; 22 days for over 10 years for State workers. Counties according to local policies	1
2 days per month if period of service is less than 1 year	1
Not eligible for leave until after 1 year of employment	2
Not eligible until on job 6 months	3
New employees entitled to 2-1/2 days per month for first year	1
Leave pro-rated for less than 1 year	1
No leave under 6 months service. Two weeks for 6 months to 1 year's service, 30 days per year after first year	1
Less than 5 years service, 12 days per year; 5 to 10 years, 15 days per year; more than 10 years, 18 days per year	1
30 days after 1 year	1
2 weeks after first year of service	1

Leave for professional improvement

Some form of leave for professional improvement is provided to both State and county extension workers in all States but one (table 59). The pattern for granting leave is about the same for both the State and county staff members.

The State professional staff may have some form of leave with pay for professional improvement in 39 States. Of the 20 States that provide Sabbatic leave, 12 also grant other leave with pay for study. Both leave with pay other than Sabbatic, and leave without pay are provided by 27 States. All 3 arrangements were reported by 10 States.

The county professional staff may have some form of leave with pay for professional improvement in 37 States. Of the 17 States that provide Sabbatic leave, 10 also grant other leave with pay for study. Both leave with pay other than Sabbatic, and leave without pay are provided by 25 States. All 3 arrangements were reported by 8 States.

Table 58.--Provisions where length of annual leave is determined
by length of service -- Clerical staff

Item	Number of States reporting
Any reply to question	12
Where length of leave period is determined by length of service the provisions are as follows:	
10 days for first 5 years; 15 days for second 5 years; 22 days for over 10 years for State workers; Counties according to local policy	1
1 day for each month worked the first year; thereafter, 2 weeks each year	1
Not eligible for leave until after 1 year of employment	2
Not eligible until on job 6 months for State clerical workers	1
6 months service before leave applies	2
New employees entitled to 2-1/2 days per month for first year for State clerical ...	1
No leave under 6 months service; 2 weeks for 6 months to 1 year's service; 30 days per year after first year	1
Leave pro-rated for less than 1 year	1
First 2 years, 18 days; third year, 19 days; fourth year, 20 days; and fifth year, 21 days; thereafter, 21 days	1
Less than 5 years service, 12 days per year; 5 to 10 years, 15 days per year; more than 10 years, 18 days per year	1

Sabbatic leave. - Sabbatic (every seventh year) leave is granted to the State staff in 20 States and to the county staff in 17 (table 60). Pennsylvania does not grant sabbatic leave to the county staff, they grant such leave every tenth year.

There is a requirement in granting leave as to professional level for both the State and county staff in 7 States, and for the State staff only in 1 additional State. Nine States have requirements as to the merits of the worker, and 16 regarding the use of the leave.

Table 59.—States that grant leave for professional improvement

State granting leave	Leave for professional improvement					
	Sabbatic leave (every 7th year)		Leave with pay other than sabbatic		Leave without pay	
	Professional staff		Professional staff		Professional staff	
	State	County	State	County	State	County
Connecticut	x	x			x	
Delaware			x	x		
Maine	x	x	x	x		
Maryland	x	x			x	x
Massachusetts ...	x	x	x	x	x	x
New Hampshire ...	x	x	x	x	x	x
New Jersey			x	x	x	x
New York	x	x			x	x
Pennsylvania ...	x		x	x	x	x
Rhode Island			x	x	x	x
Vermont			x	x	x	x
West Virginia ...					x	x
Illinois	x	x	x	x	x	x
Indiana	x	x	x	x		
Iowa					x	x
Kansas	x				x	x
Michigan			x	x	x	x
Minnesota	x	x			x	x
Missouri	x	x	x	x	x	x
Nebraska			x	x	x	
North Dakota ...	x	x			x	x
Ohio			x	x	x	x
South Dakota ...					x	x
Wisconsin			x		x	x
Alabama			x	x	x	x
Arkansas			x	x	x	x
Florida			x	x	x	x
Georgia			x	x	x	x
Kentucky	x	x	x	x	x	x
Louisiana			x	x	x	x
Mississippi			x	x		
North Carolina ..					x	x
Oklahoma			x	x	x	x
South Carolina ..			x	x	x	x
Tennessee			x	x	x	x
Texas			x	x	x	x
Virginia					x	x
Arizona					x	x
California	x	x				
Colorado	x	x	x	x	x	x
Idaho					x	x
Montana			x	x	x	x
Nevada	x	x	x	x	x	x
New Mexico						
Oregon	x	x				
Utah	x	x	x	x	x	x
Washington					x	x
Wyoming	x		x	x	x	x
Total	20	17	31	30	41	39

Table 60.—Sabbatic leave (every 7th year)

Item	Number of States reporting	
	Yes	No
Sabbatic leave is granted to: State staff	20	28
County staff	17	31
There is a requirement as to:		
(1) Professional level	7	11
Professional level for State staff only ...	1	—
(2) Merits of worker	9	7
(3) Use of leave time	16	3
The worker is obligated to return to service in that State or county as a condition in obtaining leave	17	2
The percentage of salary paid while on leave varies according to the extension professional level	—	20
The percentage of salary paid while on leave varies according to the university academic rank	—	20
	Number of States reporting	
Number years worker is obligated to return to service in State or county as a condition in obtaining Sabbatic leave: 1 year	13	
2 years	3	
Requirements as to the use of sabbatic leave	13	
Plans must receive prior approval	1	
Leave granted only to study at some recognized institution.....	1	
For professional improvement	2	
Program of study must be approved	2	
State staff paid from Federal funds and county extension agents required to study during period of leave	1	
Must use for study	4	
Each case considered on its merit	1	
Study, travel, recovery of health	1	

Most of the States that gave any specific requirements for the use of sabbatic leave said that it must be used for study or other professional improvement. One State included travel and recovery of health.

Only four States reported any other requirements as to sabbatic leave. They are: Plans must be submitted for administrative approval, must have approved study program, county workers must have leave approved by county board, and each request is considered on its merit.

In practically all of the States that grant sabbatic leave the workers are obligated to return to service in their respective States as a condition in obtaining leave. The length of service required is usually 1 year, although a few States require 2 years.

In no State does the extension professional level or university academic rank have any bearing on the percentage of salary paid while on leave.

The percentage of salary paid and the length of leave most frequently reported is 50 percent for a full year or 100 percent for a half year (table 61). The next in order numerically is 50 percent for 1 year with no alternative. These two arrangements account for over half of the States granting leave. The amount paid varies in the rest of the States, or there are special provisions, all of which are different.

Table 61.--Percentage of salary paid while on sabbatic leave
and length of leave

Item	: Number of States : reporting
Percentage of salary paid and length of leave:	:
Any reply	: 20
40 percent, 1 year	: 1
50 percent,	: 1
50 percent, 1 semester	: 1
50 percent, 1 year	: 4
50 percent, 1 full year; 100 percent, 6 months..	: 7
60 percent, 1 year	: 1
100 percent, 6 months; 2/3 salary for 1 year	: 1
100 percent, 6 months, State staff; 100 percent for 5 months, county staff	: 1
1 year, for 1/3 salary not to exceed \$1,200	: 1
Difference between salary and salary for replacement, 1 year	: 1
Percentage determined by each case - length of leave, 9 months	: 1

Leave with pay for study other than sabbatic leave.—Leave with pay for study other than sabbatic leave is provided for all State professional workers in 31 States and for all county extension agents in 30 States (table 62). This is somewhat more than grant sabbatic leave in either case.

Approximately one-half of the States granting such leave reported that there is a requirement as to previous years of service, use of leave time at certain prescribed schools or courses, and use of leave time for study for credit.

Table 62.—Leave with pay for study other than sabbatic leave

Item	Number of States	
	reporting	
	Yes	No
Leave for study other than sabbatic leave is		
provided for all: State professional staff	31	15
County professional staff	30	16
There is a requirement as to:		
(1) Previous years of service	16	15
(2) Use of leave time at certain prescribed		
schools or courses	12	18
(3) Use of leave time for study for credit	14	17
Leave for study is arranged periodically for		
all workers:		
State professional staff	2	29
County professional staff	3	27
Leave for study is required periodically for		
all workers:		
State professional staff	—	30
County professional staff	1	28
There is a limit to the leave period	26	5
The worker loses annual leave to compensate		
for time spent in study	19	17

Leave for study is arranged periodically for all State workers in only two states, and for all county workers in three. It is not required periodically except in one State and there it is required for the county staff only.

The worker loses annual leave to compensate for time spent in study in a little over half of the States.

There is a limit to the leave period provided in five out of six States (table 63). Over one-third of the States reported this limit of time to be 1 year, 1 State said 9 months, and 12 grant shorter periods ranging from 2 weeks to 3 months.

Table 63.--Limit to period of leave with pay for study other than sabbatic leave

Item	: Number of States reporting
Limit to leave period for study other than sabbatic leave:	:
Any reply	26
2 weeks of university time	1
3 weeks	3
3 weeks summer session	1
3 or 6 weeks	1
6 weeks	3
1 to 3 months	1
2 months	1
3 months	1
9 months	1
1 year	11
After 5 years' service, 1 quarter or semester ...:	1
Depends on number of summers worked without pay.:	1

Full salary is paid in most States and the length of leave period for which it is paid varies greatly (table 64). One State grants full salary for 1 year; 3, full salary for 6 months or some other arrangement; 5, one-half salary for 1 year or some other arrangement; and in the remaining 23 States reporting it ranges from full salary for 1 or 2 semesters on down to full salary to half salary for 1 to 6 weeks.

Leave without pay for professional improvement.—Most of the States grant leave without pay for professional improvement — 41 do so for the State staff and 39 for the county staff (table 65). Of these, 27 said there are conditions under which such leave is granted. These conditions pertain most often to the specific purpose for which the leave is taken — it must be used for study or other work that will better fit the person to do extension work. Other conditions mentioned frequently have to do with the administrative processes that must be complied with to get the leave.

Table 64.--Percentage of salary paid while on leave for study
other than sabbatic leave and length of leave

Item	: Number of States : reporting
Percentage of salary paid and length of leave:	:
Any reply	30
Full salary for 1 year	1
Full salary for 6 months, 3/4 for 9 months, .	:
1/2 for 1 year	1
Full salary for 6 months, 1/2 salary for 1 year ...	2
Full salary for 1 or 2 semesters	1
Full salary, 1 quarter or semester	1
Full salary for 2 months, which includes 30 days	:
vacation	1
Full salary, 6 weeks	2
Full salary for 1 month	2
Full salary, 3 to 6 weeks	2
Full salary 3 to 6 weeks (usually).....	1
Full salary for 3 weeks	4
Full salary 3 weeks (summer school).....	2
Full salary, 2 weeks.....	1
Full salary	1
Full salary to 1/2 salary for 1 to 6 weeks	1
One-half salary for 1 year	2
One-half salary for 1 year, 6 or more years service:	
1/4 salary 4 to 5 years service for 1 year	1
One-third of salary for 3 months	1
One-third of salary for 1 year (not less than	:
\$500 or more than \$1,000).....	1
Determined by individual cases	1
No salary paid except where annual leave is	:
being applied	1

Table 65.--Leave of absence without pay for professional improvement

Item	Number of States reporting	
	Yes	No
Time is granted for leave of absence without pay for professional improvement for:		
State workers	41	4
County workers	39	6
There are conditions under which such leave is granted	27	11
	Number of States reporting	
Conditions under which such leave is granted:		
Any reply	23	
To gain commercial experience	1	
Must be approved activities; e.g. loaned to Federal Government	1	
For public service or study	1	
Study and for professional improvement	2	
To take graduate work	1	
Loans to other agencies	1	
Only for 1 year under one authorization - renewable if necessary. The professional improvement to be along lines that authorities believe will better fit the individual for extension work	1	
Principally advanced study in connection with "out-of-residence" leave to complete degree work	1	
Approval of Board of Regents after consideration of work proposed.....	1	
By arrangement dependent on purpose of leave	1	
Administrative determination	1	
In special cases by director	1	
Approval of Board of Curators	1	
Provision made to carry on work while absent	1	
Must be able to make replacement	1	
At their own request and the director's approval	1	
Based on individual situations	2	
Each case handled on its merits	2	
Provided worker has not earned sufficient time for leave with pay	1	
Not more than 1 year	1	

Table 64.--Percentage of salary paid while on leave for study
other than sabbatic leave and length of leave

Item	: Number of States : reporting
Percentage of salary paid and length of leave:	:
Any reply	30
Full salary for 1 year	1
Full salary for 6 months, 3/4 for 9 months, .	:
1/2 for 1 year	1
Full salary for 6 months, 1/2 salary for 1 year ...	2
Full salary for 1 or 2 semesters	1
Full salary, 1 quarter or semester	1
Full salary for 2 months, which includes 30 days	:
vacation	1
Full salary, 6 weeks	2
Full salary for 1 month	2
Full salary, 3 to 6 weeks	2
Full salary 3 to 6 weeks (usually).....	1
Full salary for 3 weeks	4
Full salary 3 weeks (summer school).....	2
Full salary, 2 weeks.....	1
Full salary	1
Full salary to 1/2 salary for 1 to 6 weeks	1
One-half salary for 1 year	2
One-half salary for 1 year, 6 or more years service:	
1/4 salary 4 to 5 years service for 1 year	1
One-third of salary for 3 months	1
One-third of salary for 1 year (not less than	:
\$500 or more than \$1,000).....	1
Determined by individual cases	1
No salary paid except where annual leave is	:
being applied	1

Table 65.--Leave of absence without pay for professional improvement

Item	Number of States reporting	
	Yes	No
Time is granted for leave of absence without pay for professional improvement for:		
State workers	41	4
County workers	39	6
There are conditions under which such leave is granted	27	11
	Number of States reporting	
Conditions under which such leave is granted:		
Any reply	23	
To gain commercial experience	1	
Must be approved activities; e.g. loaned to Federal Government	1	
For public service or study	1	
Study and for professional improvement	2	
To take graduate work	1	
Loans to other agencies	1	
Only for 1 year under one authorization - renewable if necessary. The professional improvement to be along lines that authorities believe will better fit the individual for extension work	1	
Principally advanced study in connection with "out-of-residence" leave to complete degree work	1	
Approval of Board of Regents after consideration of work proposed	1	
By arrangement dependent on purpose of leave	1	
Administrative determination	1	
In special cases by director	1	
Approval of Board of Curators	1	
Provision made to carry on work while absent	1	
Must be able to make replacement	1	
At their own request and the director's approval	1	
Based on individual situations	2	
Each case handled on its merits	2	
Provided worker has not earned sufficient time for leave with pay	1	
Not more than 1 year	1	

Sick leave

The amount of sick leave most frequently allowed per year to both professional and clerical workers on both the State and county levels is 15 days (table 66). Nearly one-half of the States that reported sick leave for these different groups allow 15 days.

Table 66.--Length of sick leave granted per year

Item	Professional workers		Clerical workers	
	State	County	State	County
	Number	Number	Number	Number
	of States	of States	of States	of States
	reporting	reporting	reporting	reporting
Any reply	44	43	42	36
Days of sick leave granted:				
10	1	1	1	1
12	3	4	9	3
13	-	-	1	1
14	2	2	2	1
15	21	21	18	15
18	-	-	1	-
24	-	-	1	1
26	2	2	1	1
30	2	2	2	1
60	1	1	1	-
Not definite	12	10	5	12

About one-fourth of the States reported that the amount of sick leave given to State and county professional workers and county clerical workers is not definite. This is true in only five States for State clerical workers. The States classified as "not definite" reported variously as not formally designated, no policy, as required, individual basis, depends on merits, and the like.

Of the States that have definite provisions the number that give less than 15 days is slightly larger than the number that give more.

The following are some special comments made regarding sick leave:

Missouri grants 60 days sick leave to all professional workers and to State clerical workers and goes beyond 60 days in special cases. There is no policy for county clerical workers.

Michigan grants 14 days sick leave to all, professional and clerical, but said that in actual practice men injured on duty are not taken off of payroll.

Massachusetts grants 15 days sick leave to all workers, professional and clerical, but said workers receive further consideration if case warrants.

Florida grants 30 days annual leave to all extension workers, professional and clerical, but grants no sick leave. Annual leave is not accumulative.

In the case of the States that did not report on the number of days sick leave granted for any of the groups of workers it is not known whether or not they allow such leave to these groups.

There are not many conditions for the length of sick leave granted. Length of service and professional level are factors in approximately one-fourth of the States (table 67). Other circumstances (unnamed) were reported by nine States.

A doctor's certificate is required to qualify the worker for sick leave in nearly one-half of the States.

Sick leave is accumulative in 18 States for all workers; for professional workers only, in 1 State; for all clerical workers only in 2 States; and for State clerical workers only, in 2 States. South Carolina reported sick leave not accumulative, but said that when an employee gets sick full salary is paid for 1 month, then one-half salary for as many months as he has been employed years.

The maximum amount of sick leave that may be accumulated is 90 days in nearly half of the States where leave is accumulative. The maximum is less than 90 days in seven States, more in three, and indefinite in three.

Table 67.--Sick leave

Item	: Number of States	
	: reporting	
	Yes	No
Conditions for length of sick leave granted:		
Length of service	14	26
Professional level	11	28
Other circumstances	9	24
A doctor's certificate is required to qualify worker for sick leave.....	20	22
Sick leave is accumulative	18	21
Professional workers only	1	—
Clerical workers only	2	—
State clerical workers only	2	—
	: Number of States	
	: reporting	
Maximum days of sick leave that may be accumulated:—		
26	1	
30	2	
52	1	
60	3	
90	10	
100	2	
180	1	
Indefinite	3	

Training for Professional Improvement

Pre-service training.

The Land-Grant Colleges have regular credit courses in extension organization and methods for undergraduates in 26 States (table 68). Two additional have such courses in the school of home economics only. Table 69 lists the States that have these courses.

Table 68. -- Pre-service training

Item	Number of States reporting	
	Yes	No
Land-Grant College has regular credit courses in extension organization and methods for undergraduates	26	20
In school of home economics only	2	--
Have a plan for providing apprenticeship training for prospective agents:		
Before graduation	13	30
For women only	3	--
After graduation	29	18

Table 69. -- States that have regular credit courses in extension organization and methods in the Land-Grant College for undergraduates

Delaware	Illinois	Alabama	Idaho
Massachusetts	Indiana	Arkansas	Montana
New Hampshire	Iowa (women only)	Florida	Oregon
New York	Kansas	Kentucky	
Vermont	Michigan	North Carolina	
West Virginia	Minnesota	Oklahoma	
	Missouri (women only)	Tennessee	Total - 28
	Nebraska	Virginia	
	North Dakota		
	Ohio		
	Wisconsin		

There is a plan for providing apprenticeship training for prospective agents before graduation in 13 States (table 68). Three additional have such a plan for the women only. Apprenticeship training after graduation is provided in 29 States. Table 70 lists the States that offer this training.

Table 70. -- States that have a plan for providing apprenticeship training for prospective extension agents

State	Before graduation	After graduation
Maine		x
New Hampshire	x	x
New York	x	x
Pennsylvania		x
West Virginia		x
Iowa	x	x
Kansas	x	x
Michigan		x
Minnesota	x Women only	x
Missouri	x Women only	x
Nebraska	x	x
North Dakota	x	x
Ohio	x	x
Wisconsin		x
Alabama	x Women only	
Arkansas		x
Florida		x
Georgia		x
Kentucky		x
Louisiana	x	x
Mississippi	x	x
North Carolina		x
Oklahoma	x	x
South Carolina		x
Tennessee	x	x
Texas		x
Virginia		x
California		x
Montana	x	x
New Mexico		x
Utah	x	
Total	16	29

The length of the apprenticeship training period before graduation is usually 3 months (table 71). Four States pay no compensation; 1 pays expenses only; and in the other 10 reporting the amount of compensation ranges from \$50 to \$200 a month.

Table 71. -- Length of apprenticeship training period before graduation and amount of compensation

Item	Number of States reporting
Any reply	16
Length of the training period before graduation and amount of compensation:	
Period varies, No compensation	1
6 weeks, No compensation	1
6 - 9 weeks, ... \$150 per month	1
2 months, 75 percent of salary	1
2 - 3 months, \$125 per month	1
3 months,	1
3 months, No compensation	1
3 months, Expenses	1
3 months, \$50 per month	1
3 months, \$100 - \$150 per month	1
3 months, \$150 per month	1
3 months, \$150 - \$200 per month	1
3 months, Women, \$117 per month;	
Men, \$125 per month	1
6 months, \$100 per month	1
Summer, No compensation	1
1 summer, \$116 per month	1

Both the length of the apprenticeship training period after graduation and the amount of compensation vary greatly. Of the 27 States reporting, no 2 reported alike (table 72).

The length of the after-graduation training period varies within the States in more than half of the States. The range may be as much as from 1 to 12 months. In two States the length of the period is 2 years, in two it is 1 year, in six it is from 1 or 3 months to 1 year, in five it is somewhere between 3 months and 9 months, in eight it is somewhere between 1 month and 6 months and in four it is somewhere between 1 week and 6 weeks.

Table 72. -- Length of apprenticeship training period after graduation
and amount of compensation

Item	Number of States reporting
Any reply	27
Length of the training period after graduation and amount of compensation:	
1 week Full salary	1
1 - 3 weeks... \$5 per day	1
1 - 6 weeks .. Full salary	1
3 weeks Full salary	1
1 month Full salary	1
1 - 3 months.. \$150 per month	1
1 - 6 months	1
1 - 6 months . \$100 per month	1
1 - 12 months, \$150 - \$200 per month	1
1 - 12 months, Full salary.....	1
2 months \$150 per month	1
2 months 75 percent of salary.....	1
2 - 3 months . Full salary	1
2 - 6 months . \$125 per month.....	1
3 months Women, \$150 per month;	
Men, \$167 per month	1
3 months \$167 - \$233 per month	1
3 - 6 months . \$200 per month	1
3 - 12 months, \$150 per month	1
3 - 12 months, \$217 per month	1
3 - 12 months, Assistant agent's rate of pay :	1
3 - 12 months, Full salary	1
6 months Full salary	1
6 - 9 months . 2/3 salary	1
1 year	1
1 year \$2,600 per year	1
2 years \$1,800 per year	1
2 years Full salary	1

The rate of compensation received seems to have no relationship to the length of the training period after graduation. Full salary is paid in 9 States and the length of period is different in all, ranging from 1 week to 2 years. For 13 States the compensation ranges between \$100 and \$233 per month with \$150 per month being paid to a part or all of the apprentices in about one-half of these States.

Induction training:

Slightly more than half of the States (26) have a definite outline for the orientation of new workers, and in 1 of these it is for 4-H Club workers only (tables 73 and 74).

Table 73. -- Induction training

Item	Number of States reporting	
	Yes	No
Have a definite outline for orientation of new workers	25	22
For 4-H Club workers only	1	--
Have a manual for county workers	28	18
For women county workers only	2	--
Have a written program for induction training	11	36
For 4-H Club workers only	1	--

A manual for county workers was reported by 30 States. In 2 of these the manual is for women county workers only.

Only one-fourth of the States have a written program for induction training, and one of these has such a program for 4-H Club workers only.

Only 38 States made any reply to the question asking what personnel is definitely responsible for giving induction training to extension employees (table 75).

The induction training of the non professional workers on the State staff is the responsibility of the department heads, State leaders, directors, and assistant directors, in from 4 to 10 States each. A few others were reported less frequently.

The State leader is responsible for the induction training of the women on the State professional staff in 20 of the 31 States reporting, and the department heads have this responsibility in 7 States.

The supervisors and district agents have the responsibility for giving the induction training to the county extension agents in approximately one-half of the States reporting. The State leaders are next in order and were reported nearly as frequently. The pattern is about the same for both men and women county extension agents.

Induction training of State clerical workers is the responsibility of a chief clerk, executive assistant or office manager in 9 States, of the State extension staff member to whom the worker is assigned in 9, and of other personnel in 4 or less States.

In the counties it is the responsibility of the county extension agents in most of the States to give the induction training to the clerical workers. The supervisors and district agents share this responsibility in a few of the States.

Table 74. -- States that have an orientation outline and a written program for induction training

States	Have definite outline for orientation of new workers	Have written program for induction training
Delaware	x	
Maine	x	x
New York	x*	x*
Pennsylvania	x	
Vermont	x	x
West Virginia	x	
Illinois	x	
Iowa	x	
Kansas	x	x
Minnesota	x	x
Missouri	x	x
Nebraska	x	x
Ohio	x	
Wisconsin	x	x
Alabama	x	
Arkansas	x	
Kentucky	x	x
Louisiana	x	x
Mississippi	x	
Texas	x	x
Virginia	x	
Arizona	x	
California	x	
Utah	x	
Washington	x	x
Wyoming	x	
Total	26	12

* For 4-H Club agents only.

Table 75. -- Personnel definitely responsible for induction training

States that replied to any part of question - 38

Personnel definitely responsible for giving training	Groups of workers who receive induction training										
	Professional workers					Clerical workers					
	State		County		Number	State		County		Number	
	Men	Women	Men	Women		Men	Women	Men	Women		
Any report ...	Number	States: of	Number	States: of	Number	Number	States: of	Number	States: of	Number	
reporting: reporting:	reporting:	reporting:	reporting:	reporting:	reporting:	reporting:	reporting:	reporting:	reporting:	reporting:	
Any report ...	31	:	31	:	37	:	36	:	29	:	36
Personnel definitely responsible for training:		:		:		:		:		:	
Director ..	6	:	2	:	1	:	1	:	3	:	-
Associate director ..	2	:	-	:	-	:	-	:	-	:	-
Assistant director ..	4	:	-	:	1	:	1	:	4	:	-
Director's associates ..	1	:	-	:	-	:	-	:	-	:	-
Department heads ..	10	:	7	:	-	:	-	:	3	:	-
State leader ..	9	:	20	:	13	:	14	:	-	:	2
Assistant State leader ..	-	:	1	:	2	:	3	:	-	:	1
Supervisors and district agents.....	2	:	-	:	19	:	18	:	-	:	6
Assistant supervisors ..	-	:	-	:	1	:	1	:	-	:	-
Specialist ..	2	:	1	:	2	:	1	:	-	:	1
State extension staff ..	4	:	4	:	-	:	-	:	9	:	1
Administrative staff ..	1	:	1	:	-	:	-	:	1	:	-
Selected groups from central office staff ..	1	:	1	:	-	:	-	:	-	:	-
County extension agents ..	-	:	-	:	3	:	3	:	-	:	32
Chief clerk, executive assistant, or office manager ..	-	:	-	:	-	:	-	:	-	:	-
Executive secretary ..	-	:	1	:	-	:	-	:	1	:	-
Secretary ..	-	:	-	:	-	:	-	:	2	:	-
Under State merit system ..	-	:	-	:	-	:	-	:	1	:	-
Extension accountant ..	-	:	-	:	-	:	-	:	1	:	-
District superintendent ..	-	:	-	:	-	:	-	:	-	:	1

In-service training

In-service training for State professional workers is provided at regular intervals in most of the States through regional and national conferences (table 76). In about two-thirds of the States such training is obtained in conferences of other agencies and visits to other counties and States. More than one-half of the States have regular periodic workshops and subject-matter training schools. Somewhat less have seminars and summer schools.

Table 76. -- Methods of in-service training provided for professional workers at regular intervals

Item	Professional workers	
	State	County
	Number	Number
	of States	of States
	reporting	reporting
Any reply	42	45
Types of training:		
Subject-matter training schools.....	25	42
Summer schools (subject-matter and methods) :	12	16
Conferences of other agencies	32	36
General college extension division courses..	2	3
Correspondence courses in methods	--	2
Philosophy schools	2	2
Regional and national conferences	40	15
Extension seminars	18	3
Workshops	27	19
Visits to other counties and States	32	31
Other:		
Conferences:		
Monday morning	1	--
Monthly	1	--
Annual	1	2
District	1	4
State	1	2
Meetings:		
Staff	2	1
Professional associations	1	1
Group	--	1
Visits to experiment station	1	1
Visits by supervisors	--	1
Permit carrying three to six units of		
work along with regular work	1	--

In-service training for county professional workers is given at regular intervals in most of the States by means of subject-matter training schools. Conferences of other agencies and visits to other counties and States were reported by approximately two-thirds of the States. About one-third provide workshops, summer schools, and regional and national conferences.

Both the State and county professional workers spend from 10 to 20 days per year in receiving training through conferences and schools in about three-fourths of the States reporting (table 77).

Table 77. -- Approximate number of days per worker per year spent in receiving training through conferences and schools

Item	Professional workers:		Clerical workers	
	State	County	State	County
	Number	Number	Number	Number
	of States	of States	of States	of States
	reporting	reporting	reporting	reporting
Any days spent in receiving training through conferences and schools	44	46	20	28
Number of days spent:				
1	-	-	4	8
1 - 3	-	-	-	1
2	-	-	4	6
2 - 3	-	-	1	-
3	1	1	2	4
3 - 5	-	-	-	1
4	1	-	-	1
5	1	-	6	4
6	1	-	-	1
7	-	1	1	1
7 - 9	1	-	-	-
9 - 30	1	-	-	-
9 - 45	-	1	-	-
10	10	6	1	-
10 - 12	-	1	-	-
12	2	2	-	-
15	7	10	-	1
15 - 17	-	1	-	-
15 - 20	2	1	-	-
16	-	1	-	-
18	1	2	-	-
20	9	14	-	-
25	4	2	-	-
30	3	2	-	-
60	-	1	1	-

Clerical workers in State offices in less than half of the States receive training through conferences and schools. Those in county offices receive such training in more than half of the States. The amount of time is from 1 to 5 days per year in most States for both State and county clerks. In only one State is it more than 10 days for either group.

There is a policy for promoting county workers to State positions in two-thirds of the States. A plan for training county workers for State positions was reported by 19 States, but only 4 of them consider their plan to be adequate (table 78).

Table 78. -- Training and promotion of county workers to State positions

Item	Number of States reporting	
	Yes	No
Have a policy for promoting county workers to State positions	32	16
There is a plan for training county workers for State positions	19	15
The plan is considered adequate	4	14

Academic Rank

Some or all of the extension professional personnel have academic rank in the Land-Grant college in 28 States (table 79). In 24 of these all members of the State staff have it and in the other 4 only some of them have it. All county extension agents have academic rank in 13 States and in 1 additional State only some of them have it. Table 80 gives this information by States separately.

It is the sole responsibility of the extension director to recommend rank in 15 of the 26 States reporting (table 79). In the other 11 he has a voice together with the dean or head of the department or both. The head of the department has a voice in 9 States and the dean in 6.

The factors considered by most of the States in determining rank are years of service, quality of work, and academic degree (table 81). Total salary was reported somewhat less frequently. Length of employment by contract and sources of salary are factors in only a few States. The pattern is practically the same for both State and county workers.

Academic rank is considered desirable for State workers in 33 States and for county workers in 24 (table 79).

It is thought desirable in 27 States for the generally used ranks of Extension such as county agent, home demonstration agent, and extension specialist to be accepted by the college and made official as academic ranks.

The effect of academic rank on various factors for the majority of workers was tabulated separately for the States where all workers have rank, where only some of them have it, and where none of them have it.

In the group of States where all workers have academic rank about half of the States reporting said that academic rank makes for a more favorable situation for the majority of workers regarding income and tenure, and about an equal number in each case said it has no effect. Almost all States said rank has no effect on retirement, insurance, and hospitalization (table 82). For the county staff even a larger proportion reported that rank has no effect on these factors. One State said that rank makes for a less favorable situation in the counties regarding income.

The number of States where only some of the workers have academic rank is very small (table 83). Only one said that rank makes for a more favorable situation with respect to income and retirement on the State level. The others said it has no effect on any factor in the State or county.

In the States where none of the workers have academic rank most of the States said such rank would have no effect on the various factors (table 84). For State workers two States said it would make for a more favorable situation regarding income and tenure, five said it would be less favorable as to income, and one less favorable for tenure. The other States answered "no effect" to all factors. On the county level the situation would be more favorable regarding the various factors in from one to three States. It would be less favorable in five regarding income and in one regarding tenure. In all other cases there would be no effect according to the reports.

Table 79. -- Academic rank

Item	Number of States reporting	
Extension professional personnel have academic rank in Land-Grant College: Yes	28	
No	20	
Groups that have academic rank:		
Any academic rank, State or county staff	28	
All State professional workers	24	
Some State professional workers	4	
All county professional workers	13	
Some county professional workers	1	
Responsibility to recommend rank is that of		
Director of extension	26	
Head of department	9	
Dean	6	
Director only	15	
Director and dean only	2	
Director and head of department only	5	
Director, dean, and head of department	4	
	Number of States reporting	
	Yes	No
Academic rank is considered desirable for:		
State professional workers	33	13
County professional workers	24	21
Generally used ranks of extension (such as "county agent," "home demonstration agent", "extension specialist," etc.) are thought desirable to be accepted by the college and made official as academic ranks	27	19
The institution has a written statement of overall personnel policy covering all workers...	16	30
The names of all extension professional personnel are listed in the college catalogue:		
State professional workers	44	4
County professional workers	35	13

Table 80. -- States that have academic rank

State	State workers		County workers	
	All have	Some have	All have	Some have
	academic rank	academic rank	academic rank	academic rank
Connecticut	x		x	
Delaware	x			
Maryland	x		x	
Massachusetts	x			
New Hampshire		x		
New Jersey	x		x	
New York	x			
Pennsylvania	x			
Rhode Island	x			
Illinois	x			
Indiana		x		
Iowa	x			
Kansas	x			
Michigan	x			
Minnesota	x		x	
Missouri	x			
Nebraska	x		x	
Ohio	x		x	
South Dakota	x			x
Wisconsin	x		x	
Florida	x		x	
North Carolina		x		
Tennessee	x		x	
California		x		
Montana	x		x	
Oregon	x		x	
Utah	x		x	
Wyoming	x		x	
Total	24	4	13	1

The institution has a written statement of over-all personnel policy covering all workers in only 16 States.

The names of all State extension professional personnel are listed in the college catalogue in 44 States. This is true of county extension agents in only 35 States.

Table 81. -- Factors considered in determining rank

Item	State		County	
	workers		workers	
	Number	of States	Number	of States
	reporting	reporting	reporting	reporting
Factors considered in determining rank:				
Academic degree	20		10	
Years of service	21		10	
Length of employment by contract	4		3	
Total salary	15		7	
Sources of salary	2		1	
Quality of work	20		11	
Other:				
Position held	3		2	
All specialists automatically get rank:	1		--	
Responsibility carried	1		--	

Table 82. -- Effect of academic rank for the majority of workers in States where all workers have rank

Item	Number of States reporting effect of academic rank on favorableness of extension workers' situation							
	State workers:				County workers			
	More	Less	No		More	Less	No	
	Any	favor-	favor-	No	Any	favor-	favor-	No
	report:	able	able	effect:	report:	able	able	effect:
Number of States involved	24	xx	xx	xx	13	xx	xx	xx
Factors affected by:								
academic rank:								
Income	xx	11	--	12	xx	5	1	7
Tenure	xx	13	--	10	xx	2	--	10
Retirement	xx	2	--	19	xx	1	--	10
Insurance	xx	1	--	17	xx	--	--	9
Hospitalization:	xx	1	--	17	xx	--	--	9
Other:								
Morale	xx	2	--	--	xx	1	--	--
Prestige among								
educators :								
makes work-								
ers feel :								
more a part:								
of insti-								
tution:	xx	1	--	--	xx	--	--	--
Relationship :								
to college:	xx	1	--	--	xx	1	--	--
Not specified:	xx	--	--	2	xx	--	--	1

Table 83. -- Effect of academic rank for the majority of workers
in States where some of the workers have rank

Item	Number of States reporting effect of academic rank on favorableness of extension workers' situation							
	State workers				County workers			
	More	Less			More	Less		
	Any report	favor- able	favor- able	No effect	Any report	favor- able	favor- able	No effect
Number of States involved	4	xx	xx	xx	1	xx	xx	xx
Factors affected:								
Income	xx	1	--	2	xx	--	--	1
Tenure	xx	--	--	3	xx	--	--	1
Retirement	xx	1	--	2	xx	--	--	1
Insurance	xx	--	--	3	xx	--	--	1
Hospitalization:	xx	--	--	3	xx	--	--	1
Other:								
Emphasizes								
educational:								
aspects of								
work	xx	--	--	1	xx	--	--	--
Prestige at								
university:	xx	1	--	--	xx	--	--	--

Table 84. -- Effect that academic rank would have for the majority of
workers if extension workers had such rank

(In the States reported in this table, no extension workers have rank)

Item	Number of States reporting effect academic rank would have on favorableness of the extension workers' situation								
	State workers					County workers			
	More	Less				More	Less		
	Any report	favor- able	favor- able	No effect		Any report	favor- able	favor- able	No effect
Number of States involved:.....	20	xx	xx	xx		34	xx	xx	xx
Factors affected:									
Income	xx	2	5	10		xx	3	5	18
Tenure	xx	2	1	15		xx	2	1	24
Retirement	xx	--	--	18		xx	1	--	25
Insurance.....	xx	--	--	17		xx	1	--	24
Hospitalization:	xx	--	--	18		xx	1	--	25
Other:									
Would give									
better pro-									
fessional									
recognition:									
among other									
workers ...	xx	1	--	--		xx	--	--	--
Emphasizes									
educational									
aspects of									
work	xx	--	--	--		xx	--	--	1
Sabbatic leave	xx	--	--	--		xx	1	--	--
Prestige among									
educators									
makes agents:									
feel more a									
part of in-									
stitution....	xx	--	--	--		xx	1	--	--
Not specified:	xx	--	--	2		xx	--	--	3

Reports

On the State level weekly reports are required by 9 States, monthly reports by 39, trip reports by 15, trip reports for out-of-state travel only by 3, and annual by all 48 (table 85).

On the county level weekly reports are required by 8 States, monthly reports by 45, trip reports by 5, trip reports for out-of-State travel only, 2, and annual reports by all 48.

Where monthly reports are required the questions are correlated with those in the annual report form in 43 States. Only 2 said this is not done, and 3 did not answer.

Studies are made to determine the accuracy and cost of report surveys as a means of measuring the effectiveness of extension work in only 11 States.

Means have been devised for making the reporting job easier in 28 States. The use of special daily report forms and integrated daily, monthly, and annual report forms, simplification of forms, and instruction in reporting, are the means most frequently reported (table 86).

Table 85. -- Reports

Item	State	County
	workers	workers
	Number	Number
	of States	of States
	reporting	reporting
Reports required:		
Weekly report	9	8
Monthly report	39	45
Trip report	15	5
Trip report -- out-of-State travel only.....	3	2
Annual	48	48
	Number of States	
	reporting	
	Yes	No
Where monthly reports are required questions		
are correlated with those questions on the		
annual report form	43	2
Studies are made to determine the accuracy		
and cost of report surveys as a means of		
measuring the effectiveness of extension		
work	11	36
Means have been devised for making the report-		
ing job easier	28	18

Table 86. -- Means devised for making reporting job easier

Means devised for making reporting job easier:

Special daily report forms to be kept by the office secretary.
Have attempted to keep report forms simple.
Correlate weekly and statistical report. Cumulative statistical data.
Daily form. Simplified statistics.
Tabulation sheets. Interpretation of instruction. Fit monthly narrative into annual. Daily record form.
Simplification and interpretation of forms. Training. Supervisor help county work up local statistics.
Daily report form. Detailed instructions for reporting.
Use of daily form by secretary. Transfer of statistical material by secretary. Agent dictates narratives.
Constant studying of reporting. Have a daily form which makes monthly report easier.
Monthly report changed from detailed to summary type. Daily office record. Statistical report to State office only at annual record time.
Daily record summary form.
Monthly report is correlated with Federal annual report. Guide to annual report is provided.
Booklet of instructions, daily report.
Have simplified form.
Correlated monthly reports and daily office records.
Monthly, revised in line with annual reports.
Revised monthly reports.
Revise the monthly reports periodically.
Revised and simplified form.
By revising monthly reporting system.
Elimination, simplification, and instruction.
Revise periodically county weekly and monthly reports by grouping.
By simplifying and standardizing forms.
Revise monthly report forms.
Projects, sub-projects, and phases are classified and reported by phases, monthly reports can then be summarized by phases in writing annual reports.
Simplified daily reports which form basis for monthly -- in turn for annual statistical.
Keep a file for notes for annual report and leader reports.

Summary of Data

Salary

The average of the salaries reported for the various groups of extension workers are as follows for July 1946: Directors and assistant directors, \$5,713; white State leaders not including assistant State leaders and district agents: County agent, \$4,724; home demonstration, \$4,135; 4-H Club, men, \$4,222; and 4-H Club, women, \$3,467; Negro State leaders not including assistant State leaders and district agents: County agent, \$3,300; home demonstration, \$2,250; and 4-H Club, \$2,270; Specialists: Men, \$3,734; and women, \$3,134; White county extension agents and associate agents: County agricultural, \$3,523; home demonstration, \$2,664; 4-H Club, men, \$2,806; and 4-H Club, women, \$2,383; Negro county extension agents: Agricultural, \$2,020; home demonstration, \$1,845; and 4-H Club, \$1,400; white clerical workers: State, \$1,559; and county, \$1,398; Negro clerical workers: State, \$1,258; and county, \$863.

Travel expense is provided in addition to the salary in all States for the State extension staff and in all but three States for the county extension agents.

As a rule the salaries of county extension agents and associate agents compare favorably with those of vocational agriculture and home economics teachers. For assistant agents the comparison is favorable in somewhat less than half the States.

Comparison of county extension salaries with those of county workers in the Farm Security Administration and Soil Conservation Service is not so favorable. The salaries of home demonstration agents are in an even less favorable position than are those of the county agricultural agents.

In nearly all cases the travel allowance is provided by a mileage rate. All county extension agents in two States and part of them in two additional States have a fixed sum. Two States have neither a mileage rate nor a fixed sum.

The mileage rate reported most frequently is 5 cents for both the State and county staffs. In only three States is the rate less than 5 cents, and in some it ranges as high as 8 cents.

Most of the extension directors think the travel allowance for both the State and county staffs is adequate in all or nearly all of the cases.

There is an allowance to the State staff for travel to professional meetings in 29 States and to the county staff in 9 States.

An allowance for demonstration supplies is provided to the State staff in all States but one, and to the county staff in all States but 6. Almost all of the directors think this allowance to the State staff is adequate in all or nearly all cases, but only about two-thirds think the allowance to the agents is adequate in all or nearly all cases.

The State staff in 46 States furnishes all or part of the cars compared with 28 States in which all or part are provided by State funds. The county staff in 44 States provides all or part of the cars, compared with 20 States in which all or part are provided from county funds.

There is a definite salary scale for the State staff in 9 States and for the county staff in 11 States. Less than half of each of these salary scales provide for periodic increases in salary.

The bases on which salary increases are made reported most frequently are, in the order given: Merit, seniority, initial training, and professional in-service training. The methods for determining salary increases checked by about two-thirds of the States are "Rule of thumb" and cost-of-living adjustment. Rating scales are used by about one-fourth of the States.

Retirement

Retirement provisions were in effect in 38 States when the reports were made out and 2 more expected to have them soon.

The total salary of all personnel is taken into consideration in the retirement in over one-half of the States. In some of the States there is a specified maximum amount of salary that may be considered. This is usually from \$2,000 to \$3,000. In a few States county funds are not included.

All members of the extension staff, both professional and clerical, are eligible for inclusion in the retirement plan in over half of the States, and all except clerks or some of the clerks are eligible in over one-fourth of the States.

Participation in the retirement plan is a condition of employment in most of the States.

All members of the staff to whom retirement is available are participating in only about half of the States.

Optional and disability retirement, and separation from the service benefits are provided by nearly two-thirds of the plans, surviving beneficiary by more than two-thirds, and death benefits by a little over one-third.

The age for compulsory retirement is 70 years in about two-thirds of the States for all groups of workers and in approximately one-third it is 65 years. Optional retirement ages most frequently reported are 55 and 60 years. In three States all groups of workers may retire after 25 years of service regardless of age.

The salary deduction most frequently reported is 5 percent of the total salary. There is no salary deduction for retirement in three States.

The salary deductions are matched in most of the States and usually the matching funds come from State sources.

About two-thirds of the retirement plans now in effect would permit of participation in both the Federal and State retirement plans.

Employment

State professional personnel is usually recommended by the head of the department and the extension director together or by the director alone.

In many instances more than one group has responsibility for employing county professional personnel. The State extension staff was checked by far more States than all other groups or persons combined. The only other group that was checked frequently is County government body. County authorities have some responsibility in three-fourths of the States, State authorities have responsibility in all States.

In most States the director recommends the salaries of most of the State extension personnel. In some instances others also have a voice in the recommendations. The head of the department was checked by one-third of the States for specialists.

The salary rates to be paid to the different kinds of county extension agents are determined by the State extension staff in about as many instances as by all other groups combined. Other groups mentioned frequently are the Board of trustees of the college, County sponsoring organization, and County government body. In many instances more than one authority was reported. In one-half of the States no local authorities have a part in the determination of salary rates for county professional workers as a whole.

The source of salaries for county professional workers is most frequently a "Varying amount of State and Federal funds plus local funds" followed in order by "Entirely State and Federal funds" and "Fixed amount of State and Federal plus local funds."

The counties are classified according to extension potentialities in 23 States and the salaries are varied accordingly in 18 of these States.

Periodic voting on funds was reported by a little more than half of the States as affecting the security of personnel. Periodic voting on retention or reestablishing extension office was reported by seven States. Other factors are negligible.

Only one-fourth of the States have a plan for providing county experience for prospective technically trained specialists and supervisors not having county experience.

The employment period for both State and county professional personnel is 1 year in about half of the States, in a little less than half they are employed for an indefinite number of years, the remainder start on a 1-year basis and follow with various provisions.

The majority of the States give help to county personnel to obtain employment in another county after failure to retain local support in a county. About one-fourth of the States said there is no definite number

of times they give help. The others reported one, two, or three times or a range of from one to three times.

County clerical help.

More States pay the county clerical workers from local tax funds than from any other single source. State and Federal funds is second, and Local sponsoring organization funds third. This same pattern is followed consistently for each of the different position groups of agents.

County clerical workers are usually selected by the county extension agents. However, in five States they have no voice in the selection. In some States where they do take part, other groups also assist.

On the average, for the 42 States reporting, the number of clerical workers is adequate in 71 percent of the counties.

County clerical personnel is given special training in 38 States. This is most frequently provided through visits from the supervisors and in district conferences. In nearly three-fourths of the States the county professional staff is given some training to help them train county clerical workers.

A uniform filing system has been established in the county offices in about half of the States.

County office space, equipment, and supplies.

The data indicate that most of the county offices are considered to be satisfactory.

Extension offices are permanent in the majority of counties.

There is a private office for each extension worker in only a small proportion of the counties.

The secretary's office is separate from the agent's office in somewhat less than half of the counties.

Considerably less than half of the counties have adequate storerooms.

Most county offices do not have conference rooms, and auditoriums for large groups were not reported very often. However, auditoriums for large groups are available for use for extension activities in approximately three-fourths of the counties.

A kitchen or laboratory space for demonstration purposes is not usually found in county extension offices.

Supplies and equipment are adequate in approximately two-thirds of the counties.

As a rule the county staffs are all housed in the same building.

Out of each 10 county extension offices approximately 5 are located in courthouses, 2 in post offices, 2 in rented buildings, and 1 in an agricultural building or farm organization building.

Funds for office space, equipment, or supplies are provided by Local governing boards in 43 States, they come from Federal funds in 32 States, State funds in 20, and from Farm organizations and Local civic groups in less than one-fourth of the States each.

The allotment for franked mail is adequate in 26 States.

Public relationships.

On the whole the Extension Service on both the State and county levels has satisfactory relationships with other agencies. There is opportunity in most of the States to plan cooperatively with the various agencies.

The standing of both State and county extension workers is generally satisfactory among educators, government workers, business people, and rural people in practically all States.

The relationships of both State and county extension workers with the press and radio stations are generally satisfactory in practically all States.

Farm organizations sponsor county extension work in 16 States. Only 2 of these reported any outstanding friction from other groups in the State and county because of farm organization sponsorship.

Agents are encouraged to belong to service clubs in most of the States.

County workers make reports to Local governing boards in nearly all States, to Farm organizations in about one-fourth, and to Women's organizations and County school boards in less than one-fourth each.

There is a plan in a large number of States for periodically acquainting the various groups of public officials with the Extension program.

Administrative policies.

There are job descriptions for all of the various professional or clerical extension positions on either the State or county staffs in 21 States. Fifteen have them for State professional workers and 15 have them for county professional workers.

Over half of the States have an organization chart showing the relationship between workers.

The job description and/or organization chart are available to all employees in 20 States.

A definite method is used to acquaint all workers concerning State and national extension policies affecting them in all States but one.

There is a systematic plan for letting workers know how they are getting along on their jobs in a little less than one-third of the States.

An administrative head of the county office has been designated in somewhat over half of the States.

Women workers can retain their jobs after marriage in 38 States. In 3 additional they were being permitted to do so as a war measure, and in 1 other the Negro women only keep their jobs after marriage.

Specialists are responsible to department heads for subject matter in 40 States, for the program of work in 11, and for their itinerary in 3.

A number of individuals and groups usually have a part in developing the county budgets. The director and supervisor were reported most frequently, followed by: All agents and local sponsoring body, county agricultural agent, all agents in county, and agricultural agent and local sponsoring body.

Health and insurance.

The Federal Workmen's Compensation Act of 1916 does not adequately protect extension workers according to nearly 2 out of 3 States reporting. The full amount of the salary is not covered, the workers are not covered except when on duty, and illnesses due to causes other than injury are not covered. Only 19 States have a policy to supplement the Federal Compensation.

A group life insurance plan was reported by about half of the States, a group health insurance plan by 7 States, a group hospitalization insurance plan by 30 States, and periodic physical examinations are provided by 4.

Leave

The length of annual leave is 26 or 30 days for both the State and county professional staff members in most of the States. It is more often 30 days than 26. Clerical workers get less leave on the whole than do professional workers.

The length of leave period is determined by the length of service in 15 States for both State and county professional workers, and for clerical workers in almost as many States. Often the length of service affecting leave is only the first 6 months or year.

Annual leave for the professional staff is accumulative in only about one out of eight States and for the clerical workers in a few more. The maximum period allowed is most often 30 days.

Some form of leave for professional improvement is provided to both State and county extension workers in all States but one. The pattern of leave is about the same for both the State and county staff members.

The State professional staff may have some form of leave with pay in 39 States, sabbatic leave in 20, leave with pay other than sabbatic leave in 31, and leave without pay in 41.

The county professional staff may have some form of leave with pay in 37 States, sabbatic leave in 17, leave with pay other than sabbatic leave in 30, and leave without pay in 39.

There is a requirement in granting sabbatic leave as to professional level in 7 States, merits of the worker in 9, and use of leave time in 16. Most of the States require that sabbatic leave be used for study or other professional improvement. In practically all States workers must return to service in their respective States for 1 or 2 years. The percentage of salary paid and the length of leave most frequently reported is 50 percent for a full year or 100 percent for a half year. In no State does professional level or academic rank have a bearing on this.

Over 50 percent more States provide leave for study with pay other than sabbatic leave than provide sabbatic leave. About half of the States granting leave with pay reported requirements as to previous years of service, use of leave time at prescribed schools or courses, and use of time for study for credit. Leave for study is not required periodically except in one State and there it is required of the county staff only. The limit of time is 1 year in one-third of the States, although most of the States grant shorter periods which range from 2 weeks to 3 months. Full salary is paid in most States and the length of leave period for which it is paid varies greatly.

Most of the States that grant leave without pay for professional improvement have certain conditions that must be met. Most often they require that the leave be used for study or other work that will better fit the person to do extension work. Other conditions reported frequently have to do with administrative requirements.

Nearly half of the States that reported sick leave for the various groups of workers allow 15 days to professional and clerical workers on both the State and county levels. About one-fourth of the States reported that the amount of sick leave granted is not definite. Length of service and professional level are factors in the length of sick leave granted in approximately one-fourth of the States. A doctor's certificate is required in nearly one-half of the States. Sick leave is accumulative in 18 States for all workers and for a part of them in 5 additional. The maximum amount that may be accumulated is 90 days in 10 of the 23 States in which sick leave is accumulative.

Training.

The Land-Grant colleges have regular credit courses in extension organization and methods for undergraduates in 28 States.

There is a plan for providing apprenticeship training before graduation in 16 States. The length of this training period is usually 3 months. Four States pay no compensation, 1 pays expenses only, and in 10 the amount of pay ranges from \$50 to \$200 a month.

There is a plan for providing apprenticeship training after graduation in 29 States. In 2 States the length of the period is 2 years, in 2 it is 1 year, in 6 it is from 1 or 3 months to 1 year, in 5 it is somewhere between 3 months and 9 months, in 8 it is somewhere between 1

month and 6 months, and in 4 it is somewhere between 1 week and 6 weeks. Full salary is paid in 9 States, for 13 States the compensation ranges between \$100 and \$233 per month with \$150 per month being paid to a part or all of the apprentices in about half of those States. The rate of compensation seems to have no relationship to the length of the training.

More than half of the States have a definite outline for the orientation of new workers. A manual for county workers was reported by 30 States. Only one-fourth of the States have a written program for induction training.

The induction training of men professional workers on the State staff is most often the responsibility of the department heads, State leaders, directors, and assistant directors. For the women staff members this responsibility is usually that of the State leaders. They were reported by three times as many States as were department heads, the next highest. The county extension agents receive this training from the supervisors and district agents in about half of the States reporting, and from the State leaders in most of the rest of the States. The pattern is about the same for both the men and women county extension agents. State clerical workers usually receive their induction training from a chief clerk or office manager or the staff member to whom they are assigned. In the counties the county extension agents give this training in practically all States. In a few States the supervisors also have responsibility.

In-service training for both State and county professional workers is provided at regular intervals in most of the States. The types of training reported most often are conferences of other agencies, regional and National conferences, visits to other counties, and States, subject-matter training schools, and workshops.

Both the State and county professional workers spend from 10 to 20 days per year in receiving training through conferences and schools in about three-fourths of the States.

Only about half of the States give training through conferences and schools to clerical workers. The time is from 1 to 5 days in most of the States.

There is a policy for promoting county workers to State positions in two-thirds of the States. A plan for training county workers for State positions was reported by 19 States, but only 4 of them consider their plan to be adequate.

Academic rank.

Some or all of the extension professional personnel have academic rank in the Land-Grant college in 23 States. In 24 of these all members of the State staff have it, in the other 4 only some have it. All county extension agents have academic rank in 13 States, in 1 additional State only some have it.

It is the sole responsibility of the extension director to recommend rank in 15 of the 26 States reporting. In the other 11 he has a voice together with the dean or head of the department or both.

The factors considered by most of the States in determining rank are years of service, quality of work, and academic degree.

Academic rank is considered desirable for State workers in 33 States and for county workers in 24. It is thought desirable in 27 States for the generally used ranks of extension, such as county agent, home demonstration agent, and extension specialist to be accepted by the college and made official as academic ranks.

On the whole it is believed in most of the States that academic rank has no effect on the various factors that make for a favorable situation. In the States where all workers have academic rank a higher proportion of the States said it makes for a more favorable situation, especially in connection with income and tenure, than was true in the States where none of the workers have rank. In the group where there is no rank a few States said rank would make for a less favorable situation with respect to income and tenure. Regardless of whether or not the workers now have rank, practically all of the States said rank has no effect on retirement, insurance, and hospitalization.

The institution has a written statement of over-all personnel policy covering all workers in only 16 States.

The names of all State extension professional personnel are listed in the college catalogue in 44 States. This is true of county extension agents in only 35 States.

Reports.

On the State level weekly reports are required in 9 States, monthly in 39, trip reports in 15, and annual in all.

On the county level weekly reports are required in 8 States, monthly in 45, trip reports in 5, and annual in all.

Where monthly reports are required the questions are correlated with those in the annual report form in 43 States.

Studies are made to determine the accuracy and cost of report surveys as a means of measuring the effectiveness of extension work in only 11 States.

